



BRIDGEWATER TOWN COUNCIL

Tuesday, December 22, 2015

7:30 PM

BTV Studios

80 Spring Street, Bridgewater MA

MEETING AGENDA

- A. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS - None
- B. ANNOUNCEMENTS FROM THE PRESIDENT
- C. PROCLAMATIONS
- D. CITIZEN OPEN FORUM
- E. APPOINTMENTS
 - a) Board of Health – Benjamin Poinier
 - b) Cultural Council – Edward Haley
- F. HEARINGS –
 - a) 7:40 p.m., Order #O-2015-029: Laying Out and Accepting a Private Way – Home Town Terrace
At their meeting held 11/2/15, the Planning Board voted to recommend acceptance with conditions. All conditions have been satisfactorily met. This measure has been duly advertised for a public hearing and abutters notified. Therefore this measure may be finally considered at the conclusion of this evening's hearing.
- G. LICENSE TRANSACTIONS
 - a) Petition # P-2015-031 - Annual Renewal - All Alcohol Related
 - b) Petition # P-2015-032 - Annual Renewal - All Common Victuallers, no alcohol
 - c) Petition # P-2015-033 - Annual Renewal - Auto Dealers – Class I, II, III
 - d) Petition # P-2015-034 - Annual Renewal - Pawn/Second hand Gold Dealers
 - e) Petition # P-2015-035 - Annual Renewal - Auto Amusements
- H. PRESENTATIONS
 - a) Early Voting Law – Town Clerk, Marilee Hunt
 - b) Golf Course Status (Town Manager)
- I. TOWN MANAGER'S REPORT
- J. DISCUSSIONS
 - a) 1/19/2016: Joint Meeting of the Town Council, Regional School Committee Chair, Finance Committee and Town Manager (*President Perry*)
- K. COMMITTEE REPORTS
- L. LEGISLATION FOR ACTION
 - a) Transfer #T-2015-023: Carver's Pond Repairs
At their meeting held 11/9/15, the Finance Committee voted 6-0 to "table" this measure. At their meeting held 12/14/15, the Finance Committee voted unanimously to approve this measure. The Council's Budget & Finance Committee voted 3-0 to recommend approval at their meeting held 12/8/15.
- M. OLD BUSINESS
 - a) Ordinance #D-2015-005: Town of Bridgewater Administrative Code
The Rules & Procedures Committee held a televised public hearing on 10/7/15. The Town Manager held public comment hearings on 3/27/15, 4/1/1 and 4/3/15. This measure requires advertising pending the adoption of any amendments, therefore may not be finally considered this evening.

- b) Ordinance #D-2015-009: Zoning Amendment - Manufactured Home Elderly Community District (High Pond Estates and Stone Meadow)

A duly advertised joint public hearing between the Planning Board and Community & Economic Development Committee was held 11/16/15 and continued to 12/7/15. On 12/7/15, The Planning Board voted to recommend this measure with amendments and clerical corrections. The Community & Economic Development Committee voted 2-0 to recommend the measure with amendments and clerical corrections. This measure requires advertising pending the adoption of amendments, therefore may not be finally considered this evening.

- c) Ordinance #D-2015-010: Zoning Amendment – Off Street Parking

The Community & Economic Development Committee and Planning Board conducted a duly advertised joint public hearing on 11/16/15. At the conclusion, the Community & Economic Development Committee voted 1-1 on the ordinance. The Planning Board voted to recommend the Ordinance. This measure was postponed at the 12/8/15 Town Council meeting to allow sufficient comment. This measure requires advertising, therefore may not be finally considered this evening.

- d) Ordinance #D-2015-011: Amend Ordinance D-2015-001: Enforcement Ordinance – Canine Control

At their meeting held 12/8/15, the Rules & Procedures committee voted 2-0 to recommend approval with amendments. This measure requires advertising pending the adoption of amendments, therefore may not be finally considered this evening.

N. NEW BUSINESS

- a) Transfer #T-2015-025: Community Preservation Transfer: Murray/Needs (Town Manager)

- b) Transfer #T-2015-026: Prior Year Invoices (Town Manager)

O. CITIZEN COMMENTS

P. COUNCIL COMMENTS

Q. EXECUTIVE SESSION

- a) *MGL Chapter 30A, Section 21(a) (2): To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel*

R. ADJOURNMENT



Bridgewater Town Council

In Town Council, Tuesday, December 22, 2015

Council Order: # O-2015-029

Introduced By:	At the request of the Builder.
Date Introduced	October 20, 2015
First Reading:	October 20, 2015
Second Reading/Public Hearing:	December 22, 2015
Amendments Adopted:	
Date Adopted:	
Date Effective:	

Proposed Order #O-2015-029

LAYING OUT AND ACCEPTANCE OF A PRIVATE WAY – HOME TOWN TERRACE

WHEREAS, the owners of the subdivision known as Home Town Terrace, Michael Cochrane c/o Hometown Construction Co., have requested the Town Bridgewater lay out and accept Hometown Terrace as a public way; it is therefore;

ORDERED: that the common necessity and convenience of the inhabitants of the Town of Bridgewater require the laying out of Hometown Terrace and for that purpose it is necessary to take an easement for Highway purposes and lay out as a public street or way of said Town of Bridgewater, said easement passing by or over lands of those persons shown on “EXHIBIT A”, attached hereto, and parties unknown.

Said layout of said street is bounded as described as follows:

Beginning at a granite bound on the Northerly side of High Street, said point being the Southwesterly corner of the described roadway and is located S 73-05-00 E and 45.73' distant from a granite bound marking the Northerly sideline of High Street and the Southwesterly corner of Lot 1,

thence by a curve to the left with a radius of 30' and an arc length of 38.88' to a granite bound, thence N 32-40-05 E 320.83' to a granite bound,

thence N 32-05-07 E 109.19' to a drill hole set in a concrete ramp,

thence by a curve to the left with a radius of 25' and an arc length of 39.27' to a granite bound,

thence by a reverse curve with a radius of 65' and an arc length of 306.31' to a granite bound,

thence S 32-35-07 W 199.22' to a granite bound,

thence S 32-40-05 W 332.29' to a granite bound and the Northerly sideline of High Street,

thence along the Northerly sideline of High Street N 73-05-00 W 64.27' to a granite

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

bound and the point of beginning.

Roadway is 40' wide.



Hometown Terrace

All the land within the limits of a private ways known as Hometown Terrace, supposed to belong to Michael Cochrane, c/o Hometown Construction Co., and others, or parties unknown, being a strip of land extending from.

And; the following drainage parcels necessary for the proper functioning of the designed drainage system:

Drainage Lot

Beginning at a granite bound on the Northerly side of High Street, said point being the Southwesterly corner of the described Easement and the Southwesterly corner of Lot 1;

Thence N 20-08-00 E 30.00' to a capped iron rod;

Thence S 73-05-00 E 75.20' to a capped iron rod and the Westerly sideline of Hometown Terrace;

Thence along the Westerly sideline of Hometown Terrace S 32-40-05 W 8.41' to a granite bound;

Thence by a curve to the right with a radius of 30' and an arc length of 38.88' to a granite bound;

Thence along the Northerly sideline of High Street N 73-05-00 W 45.73' to a granite bound and the point of beginning.

Described Easement contains 2,053 SF.

And we have considered and estimated that the damages sustained by all persons who have not waived damages in their several estates as follows:

NO AWARDS.

Explanation:

Approval of this Order would formally affect the layout and acceptance of Hometown Terrace by the Town for future maintenance and ownership.

Committee Referrals and Dispositions:

<i>Referral(s)</i>	<i>Disposition(s)</i>
• Planning Board • This measure has been filed with the Town Clerk, duly advertised for a public hearing in the Enterprise, posted on the Town's website and abutters notified. • This measure may be finally considered at the close of this evening's public hearing.	• 11/2/15: vote recommend acceptance with conditions: \$5,000 maintenance bond and address Water Department concerns. • \$5,000 bond received. • Water Department concerns have been addressed/corrected.

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



Bridgewater Town Council

In Town Council, Tuesday, December 22, 2015

Transfer: #T-2015-023

Introduced By: Town Manager
Date Introduced: November 17, 2015
First Reading: November 17, 2015
Second Reading: December 22, 2015
Amendments Adopted:
Date Adopted:
Date Effective:

Proposed Transfer: T-2015-023

TRANSFER FROM STABILIZATION - **Engineering Services for Carver's Dam**

ORDERED, pursuant to applicable section(s) of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate and transfer \$100,000.00 from Stabilization and to be distributed to the applicable Town Manager Professional Services expense budget account to pay for professional engineering services and associated fees relative to a plan for remedial dam repairs, or take any other action relative thereto.

Explanation: The MA Department of Conservation and Recreation's Office of Dam Safety has determined that the dam does not meet standards and has determined that necessary remedial work be done in accordance with their established completion timetable. This request pays to retain the services of an engineering firm to determine the appropriate plan to make the requisite repairs.

Committee Referrals and Dispositions:

<i>Referral(s)</i>	<i>Disposition(s)</i>
- Budget & Finance Committee - Finance Committee	12/8/15: vote 3-0 recommend approval 12/14/15: vote unanimously to approve

ROLL CALL VOTE – REQUIRES 2/3 VOTE OF FULL COUNCIL (6)



Bridgewater Town Council

In Town Council, Tuesday December 22, 2015

Council Ordinance: D-2015-005

Introduced By: Town Manager
Date Introduced: March 3, 2015
First Reading: March 3, 2015
Second Reading: December 22, 2015
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Proposed Ordinance D-2015-005

ADOPTION OF AN ADMINISTRATIVE CODE

Ordered that, that the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled vote to accept the attached Administrative Code as required by the Town of Bridgewater, Home Rule Charter Section 5-1.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• Referred to Rules & Procedures Committee	• Held televised public hearing 10/7/15 • 12/8/15 vote 2-0 recommend approval as amended. • The Town Manager held public comment hearings on 3/27/15, 4/1/15 and 4/3/15 • This measure requires advertising pending the adoption of amendments, therefore may not be finally voted this evening.

Part II Administrative Code

Chapter 1 Boards, Committees and Commissions

Article I Preamble

Purpose; Description of Administrative Code Organization

- A. The Administrative Code of the Town of Bridgewater has the broad purpose of providing for the internal organization and administration of the Bridgewater municipal government. The intention and purpose of this code is to provide for a legal, practical, and efficient plan for organization and administrative procedures which allows for and encourages the effective delivery of municipal services to the residents of Bridgewater.
- B. The Administrative Code is composed of four parts, the purpose of which is to detail the various responsibilities, authorities, and methods of administering municipal agency services.
 - (1) Elective organization: This describes elective officers of the Town, their manner and time of election, term of office, authorities, responsibilities and interrelationship with the other sections of the organization. It is based upon the provisions of the Bridgewater Charter.
 - (2) Multiple-member bodies: This describes all multiple-member appointed bodies, their manner and time of appointment, terms of appointment, and authorities, responsibilities and interrelationships with the other sections of the organization.
 - (3) Administrative organization: This describes all of the administrative agencies of the Town under the jurisdiction of the Town Manager, the mission and functions of each said agency, the authorities, responsibilities and interrelationships among and between the administrative agencies, the multiple-member bodies, and the elective organization.
 - (4) Administrative procedures: This describes all legislative, administrative, and adjudicatory procedures of the Town. This part establishes procedures by which municipal legislation is developed, introduced, and approved before the Town Council and by which rules and regulations are adopted by Town administrative agencies. It specifies the manner in which all the entities of the Town function administratively, through the promulgation of policies and procedures, including delineation of the method and manner in which adjudicatory proceedings are to be conducted by the various Town agencies and officials responsible for deciding individual cases.

Article II Elective Bodies

Section 1. Offices and Standards

- A. Generally. In addition to the Bridgewater Town Council, the offices to be filled by the voters shall be a Regional School Committee, a Regional Vocation School committee member, a Town Clerk, a Board of Library Trustees, and such other regional authorities, districts, or committees as may be established by law or inter-local agreement.
- B. Eligibility for office. Any voter shall be eligible to hold any elective Town office, provided that no person shall simultaneously hold an elective and appointed Town office.
- C. Town elections. The regular Town election is held annually on the Saturday proceeding the last Monday in April.
- D. Term of office. The term of office of all elective Town officers shall be three years beginning on the second Monday following election and continuing until their successors are qualified. Terms of office of Town Councilors shall be so arranged that the terms of three of the Councilors shall expire at each annual Town election.
- E. Annual reports. All elective offices of the Town of Bridgewater shall prepare annual reports of their activities and submit same to the Town Clerk for inclusion in the Annual Report of the Town, on or before the fourth Friday in January. The annual report shall describe calendar-year activities for the year ending each December 31. Where required by state or federal regulations, certain elective offices shall be required to submit copies of their annual reports to appropriate state and/or federal agencies.

Section 2. Bridgewater Town Council

- A. Composition and authority. There shall be 9 members of the Bridgewater Town Council, one Councilor elected from each precinct and two elected at-large. The Bridgewater Town Council shall exercise all of the legislative powers of the Town.
- B. Eligibility. Only voters of the Town of Bridgewater, who at all times during their term of office shall be and remain residents of the Town shall be eligible to hold the office of Councilor. A member of the Town Council who moves from one precinct to another during the term for which the Councilor was elected, shall cease to be a member of the Town Council; provided, however, that a Councilor with six months or less remaining on the term for which the Councilor was elected, notwithstanding removal from one precinct to another, shall continue to serve and to perform all official duties during the term of office.
- C. Council organization. After the Councilors-elect have been sworn, the Town Council shall be called together by the Town Clerk for the purpose of conducting an election for the office of Town Council President from among the Council members . The Council shall thereafter elect a Vice President. Both shall serve for one year. The President presides at all meetings of the Town Council, and performs such other functions as may be assigned by the Bridgewater Town Charter, by ordinance or by vote of the Town Council. The Vice President presides at meetings of the Town Council during the absence or disability of the President.
- D. General powers and duties. Except as otherwise provided by law or by the Bridgewater Town Charter, specifically Section 1-4 (Powers of the Town), Section 1-5 (Interpretation of Powers), and Section 2-2 (General Powers and Duties), all powers of the Town of Bridgewater shall be vested in the Town Council which shall provide for their exercise and for the performance of all duties and obligation imposed on the Town by law.
- E. Filling of Town Council vacancies.
 - (a) Councilor-at-Large - If a vacancy occurs in the office of councilor-at-large during the first 18 months of the term for which a councilor was elected, the vacancy shall be filled in descending order of votes received by the candidate for the office of councilor-at-large at the preceding town election who received the largest number of votes without being elected, provided such person remains eligible and willing to serve and provided such person received votes at least equal to 30 per cent of the vote total received by the person receiving the largest number of votes for the office of councilor-at-large at the election. The Town Clerk shall certify such candidate to the office of councilor-at-large to serve for the balance of the then unexpired term.

If a vacancy occurs in the office of councilor-at-large during the last 6 months of the term for the councilor-at-large was elected, the vacancy shall be filled by the person who, at the most recent annual town election, received the highest number of votes for the office of councilor-at-large and who is not then serving as a member of the Town Council. The person shall be certified by the Town Clerk and shall serve for the remaining months of the term which the person was elected.

- (b) District Councilor - If a vacancy occurs in the office of district councilor it shall be filled in the same manner as provided in Section 2(E)(a) for the office of councilor-at-large except that the list shall be of the candidates for the office of district councilor from the district in which the vacancy occurs; provided, however, that if there is no candidate on the list who remains eligible and willing to serve, the next highest ranking candidate from among the candidates for election to the council-at-large who is a resident of the district in which the vacancy exists shall be certified and shall serve until the next regular election provided the candidate remains a resident of the district, is willing to serve as a district councilor and received votes in the district at least equal to 30 per cent of the vote total received by the person receiving the largest number of votes for the office of district councilor at the election. The Town Clerk shall certify such candidate to the office of district councilor to serve for the balance of the then unexpired term.
- (c) Filling of Vacancies by Town Council - If a vacancy occurs in the office of councilor-at large or district councilor and there is no available candidate to fill the vacancy in the manner provided in subsection (a) or (b) of section 2(E), the vacancy shall be filled by the remaining members of the Town Council. To be eligible for election by the Town Council, a person shall be a registered voter of the town and, in the case of a district councilor, a resident of such district. Persons elected to fill a vacancy by the Town Council shall serve only until the next regular election, or if so decided, a special election, at which time the vacancy shall be filled by the voters and the person chosen to fill the vacancy, shall be sworn and shall serve for the remainder of the unexpired term. Persons serving as Town Councilors under this section shall not be entitled to have the words "candidate for re-election" printed against their names on the election ballot.
- (d) Whenever a vacancy on the Town Council occurs requiring it be filled pursuant to Section 2. E. paragraph (c), the Council shall use the following procedure to fill such vacancy:
 - i. The Council shall publically make known the position is vacant and ask for volunteers to fill it through as many outlets as seem feasible to them at the time, including, but not limited to:
 - 1. Announcement at town council meetings
 - 2. Posting on Town bulletin boards
 - 3. Communication through the town website, or any other appropriate electronic media
 - 4. Information broadcast over public access cable
 - ii. The Council shall set a date to fill the vacancy at least 21 days after the initial vacancy is announced. Applications to fill the vacancy shall close no later than one week before the Council meets to fill the vacancy.
 - iii. When the Council meets to fill the vacancy, the agenda shall allow for a reasonable period of commentary from the public about the candidate(s) prior to a vote being taken to appoint someone to the vacancy.
 - iv. If no one shall have applied to fill the vacancy in the requisite time, the Council will follow the same process in steps 1-3 above until a qualified candidate is selected to fill the vacancy.

- F. Exercise of powers. Except as otherwise provided by the laws of the Commonwealth or the Bridgewater Town Charter, the legislative powers of the Town Council may be exercised in a manner determined by the Town Council.

- G. Interrelationships. The Bridgewater Town Council interacts with all elective officers of the Town, all multiple-member appointive bodies, and the Town Manager. A description of said interactions appears as part of the Administrative Code under each appropriate part and section that describe the officers and agencies of the Town.

(The Town Charter, and Sections 1 and 2 effectively replace Article I, Town Meeting, and Article II, Procedures at Town Meeting, and Article V, Selectmen, of the General Bylaws)

Section 3. Library Trustees

- A. Term of office. There shall be a Board of Library Trustees consisting of nine members who shall be elected at large for a term of three years.
- B. Eligibility. Only voters of the Town of Bridgewater, who at all times during their term of office shall be and remain residents of the Town shall be eligible to hold the office of Trustee.
- C. Authorities and responsibilities. The Library Trustees shall ensure that members of the Bridgewater community have the right and means to free and open access to information and ideas. The library protects intellectual freedom, promotes literacy and encourages life-long learning. The Board of Library Trustees also acts as an advisory committee of the Town.
- D. Filling of Vacancies. If a vacancy occurs in the membership of the Library Trustees, whether by failure to elect or otherwise, the Library Trustees have 30 days from the date the vacancy is declared to exist by the Town Clerk under Ch. 41, section 109 of the General Laws, to act to appoint a person to fill the vacancy. The appointments will be approved by the Town Council. If the vacancy is not filled within 30 days after the vacancy is declared to exist the appointment will defer to the Town Council. The appointee will serve for the balance of the unexpired term. A person so chosen shall be sworn and commence to serve forthwith. Library Trustees or Town Council shall give consideration to whichever of the defeated candidates for the seat in which the vacancy is declared to exist received the highest number of votes at the last regular town election immediately preceding the date the vacancy is declared to exist.
- E. Interrelationships
- (1) Town Council: The Board meets annually with the Council Committee on Community and Economic Development for the purpose of discussing those matters within the purview of the Board.
 - (2) Town Manager: The Board meets as necessary with the Town Manager for the purposes of discussing those matters within the purview of the Board and the Town Manager, and further, to make Board comments in the annual departmental budget.
 - (3) Other officials: The Board interacts regularly with the Massachusetts Board of Library Commissioners to maintain certification, and other multiple member bodies to discuss matters within the purview of the Board.

Section 4. Town Clerk

- A. Term of Office. There shall be a Town Clerk who shall be elected at large for a term of three years.
- B. Eligibility. Only a voter of the Town of Bridgewater, who at all times during his or her term of office shall be and remain a resident of the Town, shall be eligible to hold the office of Town Clerk.
- C. Authority and Responsibility. The Town Clerk is the keeper of vital statistics of the Town, custodian of the Town Seal and all records of the Town, administers the oath of office to all Town officers, issues licenses and permits as may be provided by law and is responsible for the conduct of elections and all matters relating thereto. The Town Clerk has all the powers and duties provided that office by the laws of the Commonwealth, the Bridgewater Town Charter, ordinance, and other Town Council vote.
- D. Filling of Vacancy. If a vacancy occurs in the office of Town Clerk either by failure to elect or otherwise, the Town Council shall, within 30 days following the date such vacancy is declared to exist, act to fill the vacancy. The Town Council shall choose from among the voters a person to serve for the balance of the unexpired term. Any person so chosen shall be sworn and commence to serve forthwith. In the absence of a Clerk, the Assistant Clerk shall perform the duties of the Clerk according to MGL c.41, sec. 19.

- E. Interrelationships
- (1) Town Council: The Town Clerk meets annually with the Town Council in a manner convenient to both elective officers, for the purpose of discussing those matters within the purview of the Town Clerk.
 - (2) Other Bodies and Departments: The Town Clerk interacts on a regular basis with all of the administrative agencies of the Town, as well as all of the multiple member bodies and all other elective organizations, in particular as these pertain to administration of oath of office, and keeper of the Town records. Additionally, the Town Clerk's department, as a full-time operation, participates in the Town's administration through its Administrative Branch.

Section 5. Bridgewater-Raynham School District Committee

- A. Term of office. There is a Bridgewater-Raynham School District Committee created by the Regional District Agreement consisting of Bridgewater and Raynham members who shall be elected at large for a term of three years according to the Regional Agreement.
- B. Eligibility. Only voters of the Town of Bridgewater, who at all times during their term of office shall be and remain residents of the Town of Bridgewater shall be eligible to hold the office of Committee member as defined in the Regional Agreement.
- C. Authorities and responsibilities. The Bridgewater-Raynham School District Committee has no independent authority within the Town's municipal operations, but the Committee shall fulfill the duties and obligations defined in the Regional District Agreement. The Bridgewater-Raynham School District Committee acts as an advisory and ministerial committee of the Town.
- D. Filling of Vacancies. If a vacancy occurs in the Bridgewater membership of the School District Committee either by failure to elect or otherwise, the President of the Town Council shall, within 30 days following the date such vacancy is declared to exist, call a joint meeting of the Town Council and the remaining Bridgewater membership of the School District Committee to act to fill the vacancy. At any such joint meeting a majority of those present and voting shall choose, from among the voters, a person to serve for the balance of the unexpired term. (see Amended Agreement Between Towns of Bridgewater, Raynham and Bridgewater-Raynham District).
- E. Interrelationships
 - (1) Town Council: The District Committee may meet with the Town Council on educational or budgetary issues and to discuss those matters within the purview of the Committee.
 - (2) Town Manager: The Committee meets as necessary with the Manager for the purposes of discussing those matters within the purview of the Committee and the Town Manager, and further, to participate in the annual budget process.

Section 6. Bristol-Plymouth Regional Vocational Technical School District

- A. Term of office. There is a Bristol-Plymouth Regional Vocational Technical School District Committee created by the Regional District Agreement consisting of one Bridgewater member who shall be elected at large in statewide biannual elections for a term of two years according to the Regional Agreement.
- B. Eligibility. Only voters of the Town of Bridgewater, who at all times during their term of office shall be and remain residents of the Town of Bridgewater shall be eligible to hold the office of Committee member representing Bridgewater.
- C. Authorities and responsibilities. The Bristol-Plymouth Regional Vocational Technical School District Committee has no independent authority within the Town's municipal operations, but the Committee shall fulfill the duties and obligations defined in the Vocational Regional District Agreement. The Bristol-Plymouth Regional Vocational Technical School District Committee acts as an advisory and ministerial committee on behalf of the Town.
- D. Filling of Vacancies. If a vacancy occurs in the Bridgewater membership of the Vocational Technical School District Committee either by failure to elect or otherwise, the President of the Town Council shall, within 30 days following the date such vacancy is declared to exist, call a joint meeting of the Town Council and the remaining Bridgewater membership of the School District Committee to act to

fill the vacancy. At any such joint meeting a majority of those present and voting shall choose, from among the voters, a person to serve for the balance of the unexpired term. (*see Agreement with Respect to the Establishment of a Vocational Regional School District, dated [REDACTED]*)

E. Interrelationships

- (1) Town Council: The District Committee, or its representative, may meet with the Town Council on educational or budgetary issues and to discuss those matters within the purview of the Committee.
- (2) Town Manager: The District Committee, or its designee, meets as necessary with the Manager for the purposes of discussing those matters within the purview of the Committee and the Town Manager, and further, to participate in the annual budget process.

Article III Multiple Member Appointive Bodies

Section 1. Offices and Standards

- A. Generally. This Article describes all standing multiple member body appointments made by the Town Manager subject to ratification by the Town Council, and further delineates manner and time of appointment and terms of appointment, and authorities, responsibilities and interrelationships with the other multiple member bodies and departments of the Town. Town of Bridgewater representatives to regional governmental multiple member bodies shall, unless the organic law establishing such a multiple member body provides otherwise, be appointed by the Town Manager. The Town Manager shall form a Citizen's Advisory Committee to assist in evaluating and selecting individuals for appointment. The number and terms of office of the Committee shall be established by ordinance. The Committee shall be advisory to the Town Manager.

- B. Multiple member Bodies and Ad Hoc Committees.
- (1) This article of the Administrative Code lists and describes all multiple member appointive bodies of the Town, including boards, committees, and commissions. The Bridgewater Town Council may establish additional multiple member appointive bodies of the Town, based upon passage, by a majority vote of its members, of an ordinance creating said body. Organic ordinances establishing such bodies shall specify the following: membership, term of office, authorities and responsibilities, and interrelationships with the Town Council, the Town Manager and other bodies within the Town.
 - (2) The Bridgewater Town Council may from time to time, based upon passage by a majority vote of its membership, establish ad hoc committees to assist the Town Council in carrying out the Council's responsibilities. Ad hoc committees shall be limited to a particular subject area and serve only in that capacity for a specified period of time. Appointments to these ad hoc committees shall be made by the Town Manager subject to ratification by Town Council.
 - (3) Multiple member bodies and Town Council ad hoc committees are required to follow the Massachusetts Open Meeting Law. Agendas and minutes for all meetings must be posted in accordance with the law. Multiple member bodies and Town Council ad hoc committees are subject to the state ethics law and must submit certification of completion of state ethics examination and a form indicating receipt of the Conflict of Interest Law summary from the Town Clerk within 30 days after being sworn in.
 - (4) The Town Manager may from time to time establish ad hoc committees to assist the Town Manager in carrying out the Manager's duties. Town Manager ad hoc committees shall be limited to a particular subject area and serve only in that capacity for a specified period of time. Appointments to these ad hoc committees shall be made by the Town Manager. Town Manager ad hoc committees which are acting in an advisory capacity to only one person are not subject to the Open Meeting Law and are not required to post minutes or agendas, but are required to submit ethics examination certificates and the Conflict of Interest Law summary receipt.
- C. Term of Office. The terms of office of multiple-member appointive organizations shall be arranged so that as nearly an equal amount of seats possible shall expire each year. A vacancy shall be filled by the Town Manager for the remainder of the term, except when vacancies occur involving a majority of the members of a multiple-member appointive body which conducts adjudicatory hearings, then the Town Manager may make interim appointments not subject to Council ratification for a period not to exceed six months while permanent members are sought to fill the remainder of the term. Unless otherwise noted, appointments to multiple member appointive bodies shall be for a period of three years. Unless otherwise noted, appointments are effective the first of July, and expire the 30th of June. Members may be removed for cause, subject to an investigation and hearing by the Town Manager.
- D. Annual Reports. All multiple-member appointive bodies of the Town of Bridgewater shall prepare and submit annual reports of their activities to the Town Clerk for inclusion in the Annual Report of the Town, on or before the fourth Friday in January. The annual report shall describe calendar-year activities for the year ending each December 31. Where required by state and/or federal regulations, certain multiple member appointive bodies shall be required to submit copies of their annual reports to appropriate state and/or federal agencies.
- E. Multiple-Member Bodies Internal Organization. Each multiple-member body shall, at a minimum, annually elect from its membership a chair, vice chair and clerk. Bodies may further elect a treasurer, and such other officer or officers as are deemed necessary or as is required by statute. The annual election shall occur in July of each year, or as otherwise required due to a vacancy. The Town Manager shall be notified of the officers of the body upon their election. The chair shall preside over all meetings of the body, and shall be the official representative of the body in all proceedings before the Town Council and other officials of the Town. The vice chair shall perform the chair's functions, in the absence of the chair. The clerk shall be responsible for the certification of the body's meeting minutes, observance of the public records law, maintenance of other records of the body, and filing minutes with the Town Clerk. Unless otherwise stipulated by state law or ordinance, a majority of sitting members

shall constitute a quorum. Members shall make every effort to attend all meetings and perform such duties as are assigned. Any member unable to attend a meeting shall notify an officer of the body.

- F. An official appointed by the Town Manager to a multiple-member body, may be removed from office by the Town Manager if the official fails to attend regularly scheduled meetings for a period of 3 consecutive months without express leave from the chair of the multiple member body, unless the Town Manager shall determine otherwise. The appointed official shall be automatically removed from office if the official is convicted of a felony or if the official is absent from the duties for the period of 6 months notwithstanding the permission from the town council president to be absent. Time and Place of Meetings. The clerk of each body shall be responsible for notifying the Town Clerk and the Town Manager on or before the first of January of the regularly scheduled meeting times and dates for the ensuing calendar year. The notification shall also include a location for each regular meeting. This shall not prevent bodies from calling special meetings in addition to those regularly scheduled, provided that, in all instances, standards of the Open Meeting Law are followed. The Town Clerk shall ensure posting of all meeting schedules and agendas, consistent with the Open Meeting Law.
- G. Authority to Establish Subcommittees. Each multiple-member appointive bodies may, by a majority vote of its membership, establish subcommittees of the body for the purpose of addressing a particular issue or issues. A report of their activities shall regularly be made to the full body. Each subcommittee so established shall observe laws relevant to the keeping of public records, the Open Meeting Law, and any other laws as prescribed by the Bridgewater Town Charter, by ordinance.
- H. Authority of multiple member appointive bodies.
 - (1) Multiple member appointive bodies may be:
 - (a) Advisory: wherein the body has no legal authority to promulgate rules or regulations, decide individual cases or enact policy;
 - (b) Regulatory: wherein the body has legal authority to promulgate rules and regulations, decide individual cases and enact policy;
 - (c) Ministerial: wherein the body has legal authority to take actions which are essentially administrative in nature; or
 - (d) Combinations of advisory, regulatory, and ministerial.
 - (2) Multiple member appointive bodies shall be defined in the manner noted.
- I. Eligibility for service. Any registered voter of the Town of Bridgewater, except a permanent municipal employee of the Town or an elected official, is eligible to be appointed to a standing committee of the Town. Only where expressly authorized by the Bridgewater Town Charter, the Town Administrative Code, ordinance or general law shall a permanent municipal employee be appointed for service on a standing committee. This limitation shall not apply to ad hoc committees as further defined in Subsection B of § 3-1. Membership on a multiple member appointive body shall terminate forthwith upon the members ceasing to be a resident of the Town or otherwise ceasing to be a registered voter. Unless otherwise noted, members shall serve without compensation.
- J. General Authority and Responsibilities. All multiple member appointive bodies and ad hoc committees created by the Town Council shall:
 - (1) Conduct meetings in conformance with the Open Meeting Law, MGL Chapter 30A sections 18-25;
 - (2) Conduct meetings following Roberts Rules of Order, or an alternative written procedure;
 - (3) Ensure proper written minutes are taken;
 - (4) Provide all meeting minutes and meeting materials to the Town Clerk ;
 - (5) Submit an annual report to the Town Clerk for inclusion in the Annual Report of the Town, on or before the fourth Friday in January. Notify the Town Manager of vacancies.

Multiple member appointive body members and ad hoc committee members shall:

- (1) Complete the Commonwealth's required on-line ethics test every two years;
- (2) Complete and file with the Town Clerk a Statement of Financial Interest if required by ordinance.

- (3) Complete and file with the Town Clerk a receipt of the Conflict of Interest Law summary provided by the Town Clerk at the time of appointment.
- (4) Not direct or assign duties to Town employees.
- (5) Not make written or oral representations for the body unless authorized by body vote or consensus.

(This Section 1 effectively replaces Article IX, General Provisions Governing All Departments, and Article XXVI, Absences of the General Bylaws)

Section 2. Affordable Housing Trust

- A. Establishment and Term of Office. There shall be an Affordable Housing Trust consisting of five member trustees. Pursuant to MGL c.44, section 55C, the Town Manager, as chief executive officer, or his designee, shall be an ex officio Trustee. The remaining Trustees shall be appointed by the Town Manager for staggered two year terms.
- B. Authorities and responsibilities. The Trust shall provide for the creation and preservation of affordable housing for the benefit of low and moderate income households. The Trust has the authority to acquire by gift, purchase, or otherwise real estate and personal property, both tangible and intangible, of every sort and description, and to use such property in such a manner as the trustees shall deem most appropriate to carry out its purpose of creating and preserving affordable housing for the residents of the Town. The Affordable Housing Trust is and advisory, regulatory, and ministerial committee of the Town
- C. Interrelationships.
 - (1) Town Council: The Affordable Housing Trust interacts with the Town Council for the purpose of advising the Council on Affordable Housing Trust activities and affordable housing issues generally.
 - (2) Town Manager: The Town Manager is a trustee of the Affordable Housing Trust, and meets regularly with the trustees to conduct Trust business.
 - (3) Other Bodies: The Committee meets as necessary with any multiple member body of the Town, to effectuate accomplishment of its mission, particularly the Community Preservation Committee.

Reference: Bridgewater Affordable Housing Trust, Article ____, Chapter ____ of the Code.

Section 3. Agricultural Commission

- A. Establishment and Term of Office. There shall be an Agricultural Commission consisting of three members.
- B. Authorities and responsibilities. The Agricultural Commission shall develop a work plan to guide its activities which include, but are not limited, to the following: shall serve as facilitators for encouraging the pursuit of agriculture in Bridgewater; shall promote agricultural-based economic opportunities in Town; shall act as mediators, advocates, educators, and negotiators on farming issues; shall work for preservation of prime agricultural lands; and shall pursue all initiatives appropriate to creating a sustainable agricultural community. The Agricultural Commission is an advisory and ministerial committee of the Town.
- C. Interrelationships.
 - (1) Town Council: The Agricultural Commission interacts with the Town Council for the purpose of advising the Council on agricultural issues.
 - (2) Town Manager: The Agricultural Commission meets regularly with the Town Manager, and otherwise provides advice on agricultural issues. The Town Manager provides staff support, when requested, to advance the Commission's mission.
 - (3) Other Bodies: The Committee meets as necessary with any multiple member body of the Town, to effectuate accomplishment of its mission.

Section 4. Board of Assessors

- A. Establishment and Term of office. There shall be a Board of Assessors consisting of three members.
- B. Authorities and responsibilities. The Board of Assessors annually makes a fair cash valuation of all of the property, both real and personal, subject to taxation within the Town. It annually determines the annual tax rate necessary to meet all sums voted by the Town. It hears and decides all questions relating to the abatement and exemption of taxes levied by it. They have all of the other powers, duties and responsibilities which are given to Boards of Assessors by general laws. Subject to yearly appropriation by the Town Council, members may receive a stipend to offset the personal expense associated with required education. The Board of Assessors is an advisory and regulatory committee of the Town.
- C. Interrelationships.
 - (1) Town Council: The Board of Assessors interacts with the Town Council for the purpose of annually providing the Council with the necessary classification rate information for the holding of classification hearings, to include exemption recommendations, as well as to advise the Town Council on legislative and policy matters concerning valuation, classification, abatements, and otherwise. The Board of Assessors interacts with the Town Council to advise on the aforementioned issues, and for purposes of classification hearings.
 - (2) Town Manager: The Board of Assessors interacts with the Town Manager primarily through the Finance Department of the Administrative Branch, which performs the necessary administrative functions necessary to implement the Board's determinations. The Town Manager otherwise provides support as requested or required by law.

Reference: MGL c. 59

Section 5. Cable Advisory Committee

- A. Establishment and Term of office. There shall be a Cable Advisory Committee consisting of three members.
- B. Authorities and responsibilities.
 - (1) The Cable Advisory Committee advises the Town Manager on matters relating to the licensing and supervision of a contract for cable television services in the Town consistent with MGL Chapter 166A. Consistent with the cable television contract, the Town Manager may authorize the Committee to act as the Issuing Authority only for the purposes of receiving subscriber complaints.
 - (2) The Committee acts as a sounding board for citizen complaints and suggestions relating to the cable television services and shall, under the direction of the Town Manager, refer subscriber complaints to the cable operator for appropriate resolution. The Committee meets not less than once each quarter for the purpose of reviewing cable contract compliance, and advising on other licensing matters. The Cable Television Advisory Committee is an advisory committee of the Town.
- C. Interrelationships.
 - (1) Town Council: The Cable Advisory Committee interacts with the Town Council for the purpose of advising the Town Council on matters relating to issues and legislation concerning cable television matters.
 - (2) Town Manager: The Cable Advisory Committee meets regularly with the Town Manager, and otherwise provides advice and recommendations to the Manager in the matter of licensing for the cable contract. The Manager provides staff support to the Committee, when requested, to effectuate efficient management of the cable license.

Reference: MGL c. 166A

Section 6. Citizen Advisory Committee

- A. Establishment and term of office. There shall be a Citizen Advisory Committee of five members appointed by the Town Manager for three year terms. The appointments will not require Council ratification.
- B. Authorities and Responsibilities.
 - (1) The Citizen Advisory Committee advises the Town Manager on the selection of appointees to Town multiple member bodies. The Citizen Advisory Committee is an advisory committee of the Town.
- C. Interrelationships.
 - (1) Town Council: There is no significant interrelationship between the Council and the Citizen Advisory Committee.
 - (2) Town Manager: The Citizen Advisory Committee meets regularly with the Town Manager, and otherwise provides advice and recommendations to the Manager in the matter of multiple member body appointments.

Reference: Town Charter section 4-3(b)

Section 7. Community Preservation Committee

- A. Establishment and term of office. There shall be a Community Preservation Committee consisting of nine members. The Town Manager shall, based upon recommendation from the respective committees, appoint the following: one member of the Conservation Commission; one member of the Bridgewater Historic District Commission; one member of the Historical Commission; one member of the Planning Board; one member of the Affordable Housing Trust; one member of the Housing Authority; one member of the Open Space Committee; and one member of the Parks and Recreation Commission. These appointees will not require ratification from the Town Council. The Town Manager shall appoint one at-large member, whose appointment shall be ratified by the Town Council. Members will serve for three year staggered terms.
- B. Authorities and responsibilities.
 - (1) Acquisition and preservation.
 - (a) The Community Preservation Committee shall make recommendations to the Town Council for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is reacquired or created as provided in MGL c.44B. With respect to community housing, the Community Preservation Committee shall recommend, whenever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. Annually, the Committee, with the assistance of the Finance Director, shall make budget recommendations to the Town Manager for inclusion in the annual Town budget.
 - (b) The Community Preservation Committee may include in its recommendation to the Town Council a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund. The Committee may recommend to the Town Council that funds be borrowed and repaid with Community Preservation funds to accomplish Community Preservation objectives.
 - (c) In considering its recommendations, the Community Preservation Committee shall use as a guideline local and regional open space plans, housing plans, and the Master Plan. The Committee may develop its own guidelines concerning Community Preservation expenditures with the active participation of other Town multiple member bodies as well as public participation. The Community Preservation Committee is an advisory committee of the Town.

- (2) Needs study. Annually, the Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation. The Committee shall consult with existing Town multiple member bodies, including the Conservation Commission, the Historical Commission, the Open Space Committee, the Planning Board, Parks and Recreation, and the Housing Authority, in conducting such studies. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and on the Town's web site two weeks prior to the scheduled public informational hearing.
- (3) Monitor. The Community Preservation Committee shall monitor progress of CPA funded projects.
- (4) Management. Real property interests acquired with community preservation funds shall be owned and managed by the Town unless otherwise specified by vote of the Town Council.

C. Interrelationships.

- (1) Town Council: The Committee shall meet at least annually with the Town Council to discuss issues pertaining to acquisition and preservation pursuant to the Community Preservation Act.
- (2) Town Manager: The Committee meets as necessary with the Town Manager and all municipal departments and other administrative staff to effectuate accomplishment of its mission.
- (3) Other Bodies: The Committee meets as necessary with any Board, Commission or Committee of the Town, particularly the Affordable Housing Trust and the Financial Committee, to effectuate accomplishment of its mission.

Reference: MGL c. 44B

(This Section 7 effectively replaces Article XLIV, Community Preservation Committee, of the General Bylaws)

Section 8. Conant Trust Fund Committee

- A. Term of office. There shall be a Conant Trusts Fund Committee consisting of five members. Members will serve five year staggered terms. Members should have a background in finance, health and human services, law, or experience in the administration of trusts and estates.
- B. Authorities and responsibilities:
The Conant Trusts Fund Committee was formed for the purpose of administering funds held under an Indentures of Trust, dated June 4, 1925 as amended, between William H. Conant with Boston Safe Deposit and Trust Company, and a certain trust established under the will of William A. Conant dated December 31, 1937. The Committee has broad general powers to use the income and principal received by the trust at its discretion, and in keeping with the provisions of the trust. The Committee may receive gifts of property, both real and personal, in the name of the Town of Bridgewater, such gifts to be managed and controlled by the committee as outlined in the Indentures of Trust. The Conant Trusts Fund Committee is an advisory, regulatory, and ministerial committee of the Town.
- C. Interrelationships.
 - (1) Town Council: The Committee reports its activities to the Council through the Town Manager.
 - (2) Town Manager: The Trusts Fund Committee interacts with the Town Manager as needed. The Committee may make recommendations to the Town Manager regarding the establishment and maintenance of health programs and distribution of grants within the community.
 - (3) Other Bodies and Departments. The Conant Trust Funds Committee may interact with the Finance Department, public safety departments, Health Department, Emergency Management and the regional school district for the purpose of offering grants and scholarships.

Reference: Special Town Meeting Warrant, Article 27, November 13, 1979
Indentures of Trust, dated June 4, 1925

Section 9. Conservation Commission

- A. Term of office. There shall be a Conservation Commission consisting of five members appointed for three year staggered terms.
- B. Authorities and responsibilities.
 - (1) The purpose of the Conservation Commission is to protect, promote and enhance the quantity and quality of the natural resources within the Town, especially wetlands, wildlife and water resources; through planning, acquisition, land management, regulation, scientific research and public education. The Conservation Commission is an advisory and regulatory committee of the Town.
 - (2) The Conservation Commission may receive gifts, bequests or devises of personal property or interests in real property in the name of the Town, subject to approval of the Town Manager. The Commission may receive monetary gifts for development of a Conservation Fund, and expend the same, subject to the General Laws and the approval of the Town Manager.
 - (3) The Conservation Commission is responsible for the implementation of the provisions of MGL Chapter 131, § 40, The Wetlands Protection Act, in protecting floodplains, riverbanks, and other wetlands within the Town of Bridgewater.
 - (4) The Commission may adopt policies and promulgate land management plans for properties of the Town reserved for conservation purposes.
- C. Interrelationships.
 - (1) Town Manager: The Conservation Commission interacts with the Town Manager in all matters relating to the receipt of gifts, bequests or devises of personal property or interests in real property in the name of the Town. Administrative support to the Commission is primarily through the Community Development Department of the Administrative Branch which coordinates the activities of other administrative departments to ensure effectiveness of the Commission's deliberations.
 - (2) Town Council: The Conservation Commission interacts with the Town Council for the purposes of developing policies and legislation for the Town designed to protect, promote, and enhance the quantity and quality of the natural resources within the Town.
 - (3) Other Bodies: The Conservation Commission interacts with the Planning Board, Zoning Board of Appeals, the Open Space Committee, the Community Preservation Committee, and the Historical Commission, to effectuate accomplishment of the Commission's mission.

REF: MGL c. 131, sec 40 and 310 CMR 10.

Section 10. Cultural Council

- A. Term of office. There shall be a Cultural Council, to consist of a minimum of five and not more than twenty-two members. Members shall not be appointed to more than two consecutive terms in accordance with MGL C. 10, § 58. Members shall have demonstrated scholarship or creativity in, or distinguished service to, the arts, humanities, or interpretive sciences. Local cultural councils shall annually elect a chairman, secretary and treasurer.
- B. Authorities and responsibilities. The Cultural Council decides the distribution of arts lottery funds or other funds that may be available to it and may also conduct other activities to promote and encourage the arts, humanities, or interpretive sciences. The Cultural Council operates pursuant to the provisions of MGL c. 10, § 58, as amended. The Cultural Council is an advisory and ministerial committee of the Town.
- C. Interrelationships.
 - (1) Town Manager: The Cultural Council interacts with the Town Manager for the purpose of receiving administrative support, financial assistance, utilization of property for the purpose of sponsoring art exhibits, displays and related administrative activities.
 - (2) Town Council: The Cultural Council interacts with the Town Council through the Town Manager for the purpose of discussing policies and legislation designed to promote and encourage the arts with the Town.

- (3) Other Bodies and State Agencies: The Cultural Council interacts with the Massachusetts Cultural Council.

Reference MGL Chapter 10, Section 58

Section 11. Disability Commission

- A. Establishment and Term of Office. There shall be a Disabilities Commission consisting of five members.
- B. Authorities and Responsibilities. Such commission shall (1) research local problems of people with disabilities; (2) advise municipal officials and employees in complying with state and federal laws and regulations that affect people with disabilities; (3) plan programs in coordination with state programs designed to help people with disabilities; (4) review and make recommendations concerning policies, procedures, services, activities and facilities as they affect people with disabilities; (5) provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability.
- C. Interrelationships.
- (1) Town Council: The Disability Commission interacts with the Town Council through the Town Manager in the development of policies and legislation of concern to the disabled community.
- (2) Town Manager: The Disability Commission interacts with the Town Manager to communicate recommendations on Town procedures. The Commission interacts with the Community Development Department, for the purpose of providing professional assistance to the Commission.
- (3) Other Bodies: As occasioned, the Disability Commission interacts with a broad spectrum of multi-member appointed and elected bodies including the Planning Board, Bridgewater Historic District Commission, the Housing Authority, and the Water and Sewer Board to carry out the Commission's responsibilities. The Commission also interacts with the state's Office on Disabilities.

Section 12. Elder Affairs Commission

- A. Term of Office. There shall be an Elder Affairs Commission consisting of nine regular members and two associate members appointed for three year staggered terms. The associate members may serve on committees, but have no voting privileges if a regular member is absent.
- B. Authorities and responsibilities. The purpose of the Elder Affairs Commission is to advocate for the needs of the elderly people residing in the Town of Bridgewater. The Elder Affairs Commission surveys the elderly population to better determine their needs problems and concerns. It develops criteria for program and supportive services development based upon an assessment of needs and participates in programs offered by the Commonwealth's Department of Elder Services. The Elder Affairs Commission helps identify goals and objectives and supports staff in implementing and promoting the Elder Affairs Commission's mission.
- The Elder Affairs Commission members also serve as Trustees of the Senior Center Funds. The Commission makes recommendations to the Director of Elder Affairs and the Department of Public Works Director regarding the maintenance of the Senior Center facility, capital needs and minor repairs, supplies related to operation of the building, and replacement of necessary items to maintain the building in good condition. The Commission recommends capital spending from the Senior Center Trust Funds. The Elder Affairs Commission is an advisory and ministerial committee of the Town.
- C. Interrelationships.
- (1) Director of Elder Services: The Elder Affairs Commission interacts primarily with the Director of Elder Affairs. The Elder Affairs Commission provides advisory information to the Director of Elder Affairs concerning program and supportive service delivery as well as financial management issues. The Director of Elder Affairs provides information to the Elder Affairs Commission about the needs and requirements of the Senior Center.

- (2) Town Manager: The Elder Affairs Commission interacts with the Town Manager and the administrative organization primarily through the Director of Elder Affairs. The Director of Elder Affairs regularly appraises the Town Manager of current activities and concerns of the Elder Affairs Commission and the elderly population. The Director of Elder Affairs works with the Town Manager to develop policies and legislation concerning the issues and needs facing the town's elderly. The Director of Elder Affairs regularly appraises the Town Manager about the status of the Senior Center as well as short and long term capital needs. The Director of Elder Affairs works with the Town Manager to develop policies and legislation concerning the Senior Center and the Trust Funds.
- (3) Town Council: The Town Manager keeps the Town Council apprised of the needs and concerns of the elderly population. The Town Manager introduces policies or legislation to the Town Council for action when appropriate.

Reference: MGL c. 40, Section 8B

Article 22 of the annual town meeting warrant voted June 21, 1993

Chapter 233 of the Acts of 1994, establishing a Senior Center Trust Fund

Special Town Meeting Warrant, Article 2, November 10, 1997

Special Town Meeting Warrant, Articles 3 and 7, November 8, 2010

Section 13. Energy Committee

- A. Term of office. There shall be an Energy Committee consisting of three members.
- B. Authorities and responsibilities. The Energy Committee is charged with advising town officials on energy conservation efforts throughout the Town's physical plant, including but not limited to all municipal and school buildings, street lights, vehicles, and equipment. The Committee may recommend methods to monitor and manage energy costs.
The Energy Committee is an advisory committee to the Town. The Committee shall:
 - (1) Advise concerning applications for grants from federal and state sources, including the Massachusetts Green Communities Program.
 - (2) Recommend changes to Town ordinances to promote energy conservation and renewable energy use.
- C. Interrelationships. The Energy Committee works in cooperation with other multiple member appointive bodies to carrying out its mission and responsibilities. The Committee will also seek the cooperation and assistance of relevant governmental agencies, nonprofit organizations, businesses and the general public.
 - (1) Town Council: The Committee shall meet at least annually with the Town Council to apprise the Committee of issues pertaining to energy conservation and renewable energy.
 - (2) Town Manager: The Committee meets, as necessary, with the Town Manager and all municipal departments and other administrative staff to effectuate accomplishment of its mission.
 - (3) Other Bodies: The Committee meets as necessary with any multiple member body of the Town, to effectuate accomplishment of its mission.

Section 14. Financial Committee

- A. Term of office. There shall be a Financial Committee, consisting of nine members. Three members shall be appointed by each of the Town Manager, the Town Council, and the Town Clerk.
- B. Authorities and responsibilities.
 - (1) As defined in the Town Charter, the Financial Committee provides financial advice to the Town Manager and the Town Council on the yearly operating budget for all Town agencies, which includes the Regional School budget as adopted by the School Committee.
 - (2) The Financial Committee provides financial advice to the Town Council and to the Town Manager on matters of long-range financial planning.

- (3) The Financial Committee is responsible for advising the Town Manager on the annual preparation of the Town's capital improvement plan. It prepares a report to the Town Council on said annual capital improvement program and participates in public hearings called for review of this program.
- (4) After at least one public meeting, the Financial Committee shall report its recommendations to the Town Council on all finance related matters. The finance committee shall have such additional powers and duties as may be provided by the General Laws, by Town Charter, or by ordinance. The Financial Committee is an advisory and ministerial committee of the Town.

C. Interrelationships.

- (1) Town Council: The Financial Committee interacts with the Town Council on all financial matters.
- (2) Town Manager: The Financial Committee interacts with the Manager for the purpose of providing advice and exchanging information in matters of operational budgeting, capital budgeting, and long-term financial forecasting.

(This Section 13 effectively replaces Article III, Advisory Board, and Article XXXX, Capital Planning Committee of the General Bylaws.)

Section 15. Board of Health

- A. Term of office. There shall be a Board of Health consisting of three regular members, one of whom shall be a physician or health care professional.
- B. Authorities and responsibilities. The Board of Health seeks to preserve and maintain the Town's public health standards and protect its environmental resources by educational means and by strict enforcement of various regulations, ordinances, State Health Codes, General Laws, in particular MGL Chapter 111, and federal law. The Board carries out duties and responsibilities assigned by either state or local legislation, as these primarily concern public health standards and protection of environmental resources. As permitted by law, the Board establishes policies and programs for implementation by the Health Department. The Board of Health is an advisory and regulatory committee of the Town.
- C. Interrelationships.
 - (1) Town Council: The Board of Health interacts with the Town Council concerning issues related to the public health of the Town and to discuss policies and legislation in regard to public health.
 - (2) Town Manager: The Board of Health interacts with the Town Manager for the purpose of ensuring that administrative staff in the Health Department carries out the implementation of the Board's rules, regulations, and decisions. The Manager meets periodically with the Board so as to ensure that administrative staff support is effective.
 - (3) Other Bodies: As necessary, the Board interacts with other multiple member bodies within the Town on issues of concern to the public health, including the Planning Board, Conservation Commission, the Bridgewater Housing Authority, the Economic Development Committee, and the Water and Sewer Board.

Reference: MGL c. 111

Section 16. Historic District Commission

- A. Term of office. There shall be a Bridgewater Historic District Committee consisting of three members. At least one of the members shall be an architect, a builder with at least five years of demonstrated historic renovation experience, or a professional educator or attorney specializing in historic preservation, who need not be a resident of the district, although preference may be given to those living or working within the District. At least one member shall be a resident of or property owner in the District. Members shall be appointed for three year terms.
- B. Authorities and responsibilities.
 - (1) The Historic District Committee seeks to promote the educational, cultural, economic, aesthetic and literary significance through the preservation and protection of buildings, settings and places within the boundaries of the district and through the development and maintenance of

appropriate settings and the exterior appearance of such buildings and places, so as to preserve and maintain the district as a contemporary landmark compatible with the historic, cultural, literary and aesthetic tradition of Bridgewater, as it existed in the early days of the Town. The Committee is an advisory and regulatory committee of the Town.

- (2) The Committee determines the appropriateness of exterior architectural features of buildings and structures to be erected within the district; passes upon the demolition or removal of any building or structure or any part thereof; determines the appropriateness of the erection or display of occupational, commercial or other signs and billboards within the district wherever a certificate of appropriateness is required. The Committee promulgates rules and regulations governing the issuance of certificates of appropriateness which shall be approved by the Town Council.

C. Interrelationships.

- (1) Town Council: The Historic District Committee interacts with the Town Council to ensure Town policy and legislation enhances the preservation of the district.
- (2) Town Manager: The Historic District Committee interacts with the Town Manager primarily to receive administrative and financial assistance in pursuit of the Committee's activities. The Committee receives such assistance through the Community and Economic Development Department of the Administrative Branch. The Committee further receives enforcement assistance through the Building Office of the Community Development Department, and other Town agencies as appropriate.
- (3) Other Bodies: The Historic District Committee interacts with the Zoning Board of Appeals, Planning Board, Conservation Commission, the Board of Health, the Community Preservation Committee, and the Historical Commission as needed to effectuate accomplishment of the Board's responsibilities.

Reference: MGL c. 40C

(This Section 15 effectively replaces Article XXVIII, Historic Commission and Historic District, Sections 2-4, of the General Bylaws)

Section 17. Historical Commission

- A. Term of office. There shall be a Historical Commission consisting of three regular members and one alternate member. The alternate member may serve on committees, and shall be a voting member in the absence of a regular member.
- B. Authorities and responsibilities.
 - (1) The purpose of the Historical Commission is to preserve, protect, and develop the historical and archaeological assets of the Town. The Commission may conduct research for places of historic and archaeological value, and shall cooperate with the State Archaeologist in conducting such research. It seeks to coordinate the activities of unofficial bodies organized for similar purposes and may, subject to appropriation and approval by the Town Manager, advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work.
 - (2) The Historical Commission, for the purpose of protecting and preserving such places may make such recommendations as it deems necessary to the Town Council, and, subject to the approval of the Town Council, to the Massachusetts Historical Commission, that any such place be certified as an historical or archaeological landmark.
 - (3) The Historical Commission may hold hearings, may recommend to the Town Manager execution of contracts with individuals, organizations and institutions or services furthering the objectives of its program, may recommend to the Town Manager execution of contracts with local or regional associations for cooperative endeavors furthering its program, and may, with the approval of the Town Council, accept gifts, contributions and bequests of funds from individuals, foundations and from federal, state or other governmental bodies for the purpose of furthering its programs. The Commission may recommend to the Town Manager acquisition of property by gift, purchase, grant, bequest, devise, lease or otherwise a fee or lesser interest in real or personal property of significant historical value and, upon approval by the Town Manager, may be directed to manage

the same, may make and execute any agreement and may do and perform any and all acts which may be necessary or desirable to carry out the purposes of this section.

- (4) The Historical Commission surveys and compiles a listing of all historical sites and buildings within the Town, public and private; determines the functions and structures of all historical organizations within the Town; and holds correlative seminars with historical organizations. It further determines the requirements for repair, reconstruction, and protection of historical landmarks and assists and cooperates with public commissions in the conduct of public historical events.
- (5) The Historical Commission is an advisory committee of the Town.

C. Interrelationships.

- (1) Town Council: The Historical Commission interacts with the Town Council to advise the Council on policies and legislation concerning the preservation, protection and development of historical or archaeological assets in the Town.
- (2) Town Manager: The Historical Commission interacts with the Manager primarily for the purposes outlined to effectuate publication of its activities and/or acquisition of interests in historical properties within the Town. The Commission receives such assistance through the Library Department of the Administrative Branch.
- (3) Other Bodies: The Historical Commission shall, with respect to matters or actions affecting the historical or archaeological assets of the Town, coordinate with state boards and agencies, including, but not limited to, the Massachusetts Historical Commission, the State Archaeologist and interact with Town multiple member bodies existing now or in the future, as necessary to better coordinate the activities of these bodies in instances where properties of either a historical or archaeological value are under consideration by these bodies.

Reference: MGL Chapter 40, section 8D

Section 18. Housing Authority

- A. Term of Office. There shall be a Housing Authority composed of five members, four of whom shall be appointed by the Town Manager and one member who shall be appointed by the Secretary of the Department of Housing and Community Development of the Commonwealth. One member shall be a resident of the Housing Authority's property, and one member may be the Director of Elder Affairs. Member shall serve for five year terms.
- B. Powers and duties. The Housing Authority provides public housing services to low and moderate income residents of the Town. The Authority operates pursuant to MGL c. 121B. The Authority secures state and federal resources for housing assistance and operates programs in conjunction with state and federal requirements. The Housing Authority is an advisory and regulatory committee of the Town.
- C. Interrelationships.
 - (1) Town Council: The Authority interacts with the Town Council in the development and planning of affordable housing efforts. The Housing Authority meets with the Council in a manner convenient to the Council and the Authority, for the purpose of discussing those matters within the purview of the Housing Authority.
 - (2) Town Manager: The Housing Authority interacts with the Town Manager to further effectuate the mission and purpose of the Housing Authority.
 - (3) Other Bodies: The Housing Authority, when acting as a developer for affordable housing, interrelates with all local multiple member bodies that have jurisdiction in the Chapter 40B, comprehensive permitting process. In normal property management activities, the Authority interacts regularly with the Health Department, the Public Works Department, the Town Clerk, the Planning Board, the Finance Department, the Elder Affairs Commission, and the Community Preservation Committee.

Reference: MGL c. 121B

Section 19. Housing Partnership Committee

- A. Term of office. There shall be a Housing Partnership Committee to be composed of five members, two whom shall be appointed by the Town Manager, one member appointed by the Affordable Housing Trust from among its members, one member appointed by the Water and Sewer Board from among its members, and one member appointed by the Planning Board from among its members.
- B. Authorities and responsibilities. The Housing Partnership Committee facilitates the coordination of the factors that affect equal access to housing and issues relating to the development of affordable housing. The Committee seeks to implement the Town's policy statement and program for fair housing, and the promotion of equal choice and access to housing for all people as is outlined in the Commonwealth's Fair Housing Guidelines, 301 CMR § 50.19. The Committee also provides advice to the Town Manager regarding the Town's policies and programs for meeting its requirements for subsidized housing under MGL c. 40B. The Housing Partnership Committee reviews all Local Initiative Program (LIP) applications and recommends to the Town Manager either acceptance or denial of LIP applications. The Housing Partnership Committee is an advisory committee of the Town.
- C. Interrelationships.
 - (1) Town Council: The Housing Partnership Committee interacts with the Town Council to provide advice on the Town's efforts in the promotion of fair treatment and equal opportunities for safe, sanitary and affordable housing for citizens of the Town, regardless of race, color, age, sex, religion, welfare status, marital status, national ancestry, sexual preference, physical or mental disability.
 - (2) Town Manager: The Housing Partnership Committee interacts with the Manager to ensure implementation of the Fair Housing Plan. The Housing Partnership Committee also advises the Town Manager regarding the resolution of conflicts that may arise among Town departments, multiple member bodies and officials relative to proposals for the development of subsidized housing in Bridgewater. The Manager provides staff support to the Committee through the Community and Economic Development Department, and other appropriate staff.
 - (3) Other Bodies: The Housing Partnership Committee meets as necessary with the Planning Board, Zoning Board of Appeals, Conservation Commission, Advisory Council of Health, and the Housing Authority, to ensure compliance with the fair and affordable housing policies of the Town.

Reference: MGL 40B

Section 20. Open Space Committee

- A. Term of Office. There shall be an Open Space Committee consisting of five members appointed for three year terms.
- B. Authorities and responsibilities. The Open Space Committee advises and otherwise assists the Town Manager on the preservation of open space, and updating the Open Space Plan. The Committee evaluates opportunities for the acquisition and protection of open space parcels against a number of criteria, including whether the Town's acquisition of the parcel would (i) help preserve Bridgewater's character, (ii) protect Bridgewater's water resources, (iii) abut or conjoin existing conservation lands, (iv) provide public access for walking, biking or other passive recreation, (v) preserve or enhance distinctive streetscapes, views or vistas, or (vi) preserve important wildlife and/or vegetation habitat. To this end, the Committee works with Town residents, local officials, state and federal agencies, and private nonprofit land conservation organizations to further these open space objectives. The Committee advises the Town Manager on the development and content of the Open Space Plan. The Open Space Committee is an advisory committee in the Town.
- C. Interrelationships.
 - (1) Town Council: The Open Space Committee interacts with the Town Council to establish policies and propose legislation concerning open space preservation and acquisition within the Town.
 - (2) Town Manager: The Open Space Committee interacts with the Town Manager through the Town's Community and Economic Development Director to ensure that the open space

- components of the Open Space and Recreation Plan are up-to-date, and to coordinate the preservation of targeted open space through deed restriction, gift and purchase options.
- (3) Other Bodies: The Open Space Committee interacts with the Conservation Commission, the Parks and Recreation Commission, Water & Sewer Commission, Community Preservation Committee, Historical Commission and other multiple member bodies as necessary.

Section 21. Parks and Recreation Commission

- A. Term of office. There shall be a Parks and Recreation Commission consisting of five members appointed for three year terms.
- B. Authorities and responsibilities. The Parks and Recreation Commission advises and otherwise assists the Town Manager in the establishment of rules and regulations concerning the use and maintenance of all athletic fields, playgrounds, parks, recreational areas, and golf course. The Commission further advises and otherwise assists the Town Manager in establishing rules and regulations for development, servicing, and delivery of recreational activities, both active and passive, in the Town. The Commission oversees the Olde Scotland Links Golf Course and develops policy recommendations concerning the golf operation. The Commission may create a Golf Advisory Committee of no more than five members who shall be appointed by the Town Manager upon recommendation of the Commission. The Golf Advisory Committee shall provide advice to the Parks and Recreation Commission on the development of golf course policies. The Parks and Recreation Commission develops and recommends rules and procedures for the operation of the Town fisheries. The Commission oversees the Fisheries Committee which shall be made up of no more than three members, subject to the approval of the Town Manager. The Fisheries Committee shall provide advice to the Parks and Recreation Commission on the development of fisheries policies and regional fisheries issues, and may act in coordination with similar committees in neighboring towns. The Commission advises the Town Manager on the development and content of the Town's Recreation Plans. The Parks and Recreation Commission is an advisory committee of the Town.
- C. Interrelationships.
- (1) Town Council: The Parks and Recreation Commission interacts with the Town Council to establish policies and propose legislation concerning recreational programming within the Town.
- (2) Town Manager: The Parks and Recreation Commission interacts with the Town Manager through the Superintendent of Parks and Recreation to ensure that rules and regulations concerning playgrounds, the municipal golf course, athletic fields, and parks, and the development and delivery of recreational activities are effective.
- (3) Other Bodies: The Parks and Recreation Commission interact with the Conservation Commission, the Open Space Committee, Golf Committee, Water & Sewer Commission, Regional School Districts, Community Preservation Committee, Historical Commission and other multiple member bodies as necessary.

Section 22. Planning Board

- A. Term of office. There shall be a Planning Board consisting of five members and two alternate members. The Town Manager shall appoint Planning Board members for terms of five (5) years such that one member's term shall expire each year.
- B. Authorities and responsibilities. The Planning Board makes recommendations to the Town Council with regard to any changes in the Zoning Ordinance of the Town. The Board is responsible for the regulation of subdivisions within the Town pursuant to MGL Chapter 41, §§ 81A through 81GG. It renders advice concerning land use planning to the Town Council. The Planning Board is responsible for the review and updates to the Town's Master Plan, and may appoint either a sub-committee of the Board or an independent committee to provide expertise and recommendations concerning the Master Plan and its components. The Planning Board is an advisory, regulatory, and ministerial, committee of the Town.
- C. Interrelationships.

- (1) Town Council: The Planning Board interacts with the Town Council concerning items related to zoning, subdivisions, and land use planning.
- (2) Town Manager: The Planning Board interacts with the Town Manager by receiving administrative support, primarily through the Community Development Department of the Administrative Branch and the Town Attorney's office.
- (3) Other Bodies: The Planning Board interacts with the Zoning Board of Appeals, Conservation Commission, Bridgewater Historic District Committee, Historical Commission, Housing Authority, and Water and Sewer Board to effectuate accomplishment of the Board's responsibilities.

Reference: MGL c. 41

(This Section 21 effectively replaced Article XVII, Sections 1-3, Establishing a Planning Board for the Town of Bridgewater)

Section 23. Board of Registrars of Voters

- A. Term of office. There shall be a Board of Registrars of Voters consisting of the Town Clerk and three other persons. Members of the Board shall be appointed so that they represent the two leading political parties, and in no case shall an appointment be made as to cause the Board to have more than two members, including the Town Clerk, of the same political party. Every such appointment shall be made from a list to be submitted by the Town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the Town, selected by a majority vote at a duly called meeting of such committee. Members shall be appointed in February of each year for a term of three years such that one member is appointed each year.
- B. Authorities and responsibilities. The Board of Registrars hold voter registration sessions, certify the signatures on nomination papers and petitions, hold hearings and decide disputes over signatures on nomination papers, prepare an annual list of persons, and all other duties as cited in MGL Chapter 51. The Board of Registrars is a regulatory and ministerial committee of the Town.
- C. Interrelationships.
 - (1) Town Council: Interaction with the Town Council is minimal; the Board of Registrars concerns itself primarily with elective matters. The Town Council's Rules and Procedures Committee meets with the Board at its convenience to ensure the Town's conformity with statutory matters concerning elective issues.
 - (2) Town Manager: Interaction with the Manager is primarily in the form of providing staff assistance through the employment of poll workers, ballot counters, supervision and facilities for the conduct of electoral matters.

Reference: MGL c. 51

Section 24. Senior Associates Volunteer Committee (SAVE)

- A. Term of office. There shall be a Senior Associates Volunteer Experience Committee (SAVE) consisting of five members. Members shall include the Principal Assessor, the Collector-Treasurer, the Elder Affairs Director, and two residents who shall be appointed for three year terms. Resident members shall be ineligible to participate in the program.
- B. Authorities and responsibilities. The Committee shall review applications to the SAVE program and select participants to be recommended to the Town Manager for the SAVE program. It shall contract with qualified senior citizens to provide the Town the benefit of their knowledge and experience in return for a tax credit, thereby enhance municipal service and increasing senior citizen participation in municipal government. The SAVE Committee is advisory to the Town.
- C. Interrelationships.
 - (1) Town Council: The SAVE Committee interacts with the Town Council through the Town Manager.

- (2) Town Manager: The SAVE Committee interacts with the Town Manager through the Principal Assessor to ensure that rules and regulations concerning the SAVE program are in accordance with State Law and Town ordinances.
- (3) Other Bodies and Town Departments: The SAVE Committee interacts with other departments to determine specific areas of need within town departments and to place volunteers in these positions.

Reference: MGL c. 59, Section 5

Section 25. Transportation Committee

- A. Term of office. There shall be a Transportation Committee consisting of five members, including the Department of Public Works Director, the Police Chief or his designee, the Fire Chief or his designee, the Director of Community Planning and Economic Development, and one resident of the Town who shall serve for a three year term.
- B. Authorities and responsibilities. The Transportation Committee shall make recommendations to the Town Manager on all traffic, pedestrian, and related safety improvements, as well as transportation issues relating to the Brockton Area Transit Authority, the MBTA, taxis, and private buses licensed to use public ways in Bridgewater. The Transportation Committee is an advisory committee of the Town.
- C. Interrelationships.
 - (1) Town Council: The Transportation Committee interacts with the Town Council for the purpose of advising the Town Council on matters related to road layout and road acceptance policies within the Town, the licensing of roads for use by common carrier, and all legislation pertaining to transportation issues.
 - (2) Town Manager: The Transportation Committee interacts with the Town Manager for the purpose of qualifying roads being considered by the Town Manager for layout and acceptance, recommending roadway and sidewalk changes, reviewing and recommending changes to parking regulations, and advising on all transportation issues. It receives administrative support from the Department of Public Works, Community and Economic Development Department and other staff as necessary to accomplish its purposes.
 - (3) Other Bodies: The Transportation Committee interacts with the Planning Board, and other multiple member bodies as necessary to accomplish its purposes.

Section 26. Water and Sewer Board

- A. Term of office. There shall be a Water and Sewer Board consisting of three members who shall serve for staggered three year terms.
- B. Authorities and responsibilities. The Water and Sewer Board is responsible for recommending all improvements to the municipal water pollution control facilities and water treatment and distribution facilities in the Town, and serves as an advisory board to the Public Works Director for establishment of rules and regulations governing the operation of all Town water pollution control facilities and water treatment and distribution facilities. The Water and Sewer Board establishes rates subject to Town Manager approval. The Water and Sewer Board is an advisory committee of the Town.
- C. Interrelationships.
 - (1) Town Council: The Water and Sewer Board interacts with the Town Council concerning policies and legislation governing operation of water pollution control and collection facilities and the water treatment and distribution facilities.
 - (2) Town Manager: The Water and Sewer Board interacts with the Town Manager concerning implementation of the rules and regulations referenced, as well as ensuring that adequate administrative personnel are available to ensure the effective operation of such facilities.
 - (3) Other Bodies: The Water and Sewer Board interacts with the Open Space Committee, the Economic Development Committee, and other multiple member appointive bodies as necessary to accomplish its purposes.

Section 27. Veterans' Council

- A. Term of office. There shall be a Veteran's Council consisting of no less than five, and no greater than fifteen members who shall serve for three year staggered terms.
- B. Authorities and responsibilities. The purpose of the Veterans Council is to advocate for meeting the needs of the veterans residing in the Town of Bridgewater and to provide support for the Director of Veteran's Services. The Veteran's Council promotes the recognition and observance of all patriotic holidays to include, but not limited to: Memorial Day, Flag Day, the Fourth of July, and Veterans' Day. The Veteran's Council fosters an understanding and appreciation within the Town of the achievements, contributions, and sacrifices Veterans have made to Bridgewater, the Commonwealth of Massachusetts and the nation. The Veterans Council is an advisory committee to the Town.
- C. Interrelationships.
 - (1) Director of Veterans Services: The Veterans Council interacts primarily with the Director of Veterans Services. The Veterans Council provides advisory information to the Director of Veterans Services concerning program and supportive service delivery as well as financial management issues. The Director of Veterans Services serves as a liaison between Bridgewater Veterans Council and all other multiple member bodies.
 - (2) Town Manager: The Veterans Council interacts with the Town Manager primarily through the Director of Veteran's Services. The Director of Veteran's Services regularly apprises the Town Manager of current activities and concerns of the Bridgewater Veterans. The Director of Veterans Services works with the Town Manager to develop policies and legislation concerning the issues and needs facing the town's Veterans.
 - (3) Town Council: The Town Manager keeps the Town Council apprised of the activities of the Veterans Council. The Town Manager introduces policies or legislation to the Town Council for action.

Reference: MGL c. 115

Section 28. Zoning Board of Appeals

- A. Term of office. There shall be a Zoning Board of Appeals consisting of three members and two associate members. Members and associate members shall serve for three year terms.
- B. Authorities and responsibilities. The Zoning Board of Appeals hears and decides individual cases brought by persons seeking land use relief; all as provided for in MGL c. 40A, §§ 7 through 17, and the Zoning Ordinance of the Town. The Board decides on comprehensive permits pursuant to the provisions of MGL c. 40B, §§ 20 through 23. The Zoning Board of Appeals is an advisory, regulatory, and ministerial committee of the Town.
- C. Interrelationships
 - (4) Town Council: The Zoning Board of Appeals interacts with the Town Council through the Town Manager; in the development of policies and legislation concerning comprehensive zoning and other land use issues within the Town.
 - (5) Town Manager: The Zoning Board of Appeals interacts with the Town Manager and the administrative organization primarily through the Community Development Department, the latter which serves to interact with all other administrative agencies within the Town for the purpose of providing professional assistance to the Board in the areas of land use planning, site plan review, zoning, engineering and the law.
 - (6) Other Bodies: As occasioned, the Zoning Board of Appeals interacts with the Planning Board, Conservation Commission, Historic Commission, Bridgewater Historic District Commission, the Housing Authority, and Water and Sewer Board to effectuate accomplishment of the Board's responsibilities.

Reference: MGL c. 40A and 40B

Chapter 2 Operational Entities

Article I Municipal Organization

Section 1. Offices and Standards

- A. General. The municipal departments of the Town under the jurisdiction of the Town Manager are described in this Administrative Code Chapter 2, Article I. The description of municipal departments delineates the mission and functions of each said agency, their authorities and responsibilities and the interrelationships amongst and between the departments, the multiple-member bodies, and the elective organization.
- B. Executive, Administrative and Operational Branches.
The municipal operational organization of the Town consists of the Executive Branch and two service branches, Administrative and Operational.
 - (1) The Executive encompasses the office of the Town Manager, Legal Department, Informational Technology, Human Resources, and Hearing Officer.
 - (2) The Administrative Branch encompasses: Community and Economic Development Department, Finance Department, and the Town Clerk.
 - i. Community and Economic Development consists of the following functions: Planning, Economic Development, Building, Conservation, Health, Housing, and Zoning Enforcement.
 - ii. Financial Services consists of the following functions: Accounting, Assessing, Procurement, Revenue Collections and Treasury.
 - (3) The Operational Branch encompasses: Department of Public Works, Parks and Recreation Department, Elder Affairs Department, Veterans' Department, Library Department, Police Department, and Fire Department.

- i. The Department of Public Works consists of the following functions: Roadways, Solid Waste, Structures and Grounds, Water Pollution Control, and Water Supply.
- ii. The Parks and Recreation Department consists of the following functions: Cemeteries, Golf, Parks, and Recreation.
- iii. Elder Affairs consists of the following functions: Council on Aging.
- iv. Veterans' Department consists of the following functions: Veterans' Services.
- v. Library Department consists of the following functions: Library Services and Town Records Cataloguing.
- vi. The Police Department consists of the following functions: Policing, Animal Control, and Parking.
- vii. The Fire Department consists of following functions: Fire Services, Emergency Medical Services, and Emergency Management.

C. Coordination of administrative and operational activities.

- (1) The Town Manager and managers of principal organizational components as determined by the Town Manager coordinate administrative and operational activities by meeting at least monthly to discuss departmental activities and create and maintain efficiencies on the delivery of municipal services. These managers shall develop action programs, evaluate program progress and completion, review management, financial, personnel, and legal issues. Significant attention shall be made towards coordination of work programs for quarterly periods, so as to ensure minimal work disruption and efficient service delivery.
- (2) Department managers and the assistant Town Manager shall be accountable to the Town Manager for the achievement of department and branch activities. The Town Manager or Assistant Town Manager shall meet at least biweekly with the department manager for the purposes outlined. The department manager shall have the authority to commit departmental staff to work programs, shall conduct the departmental work group meetings, and conduct yearly staff evaluations.
- (3) The delivery of services to the public and intra-town departments requires coordination and cooperation amongst the various departments and programs within the Town. At the administrative and operational branch level, managers shall seek to identify those areas of concern where it is believed that the various departments and divisions can assist each other in accomplishment of their mission.

D. Multiple-member body coordination.

- (1) Generally, departments provide administrative support to multiple-member bodies as outlined in this Article. It is an administrative obligation for the departmental liaison to a multiple member body to regularly and accurately represent to the Town Manager or Assistant Town Manager the multiple-member body activities, policies and decisions, so as to ensure efficient implementation of the body's activities.
- (2) It is further an administrative obligation to assist multiple member bodies in pursuit of their missions and responsibilities. Administrative personnel shall ensure that bodies receive objective, timely, professional and accurate information upon request, to better assist multiple member bodies with their activities.
- (3) The Town Manager shall seek to ensure proper staff support to multiple-member bodies. The Town Manager shall discuss with the chair of any body, the level and quality of administrative support provided, upon the multiple member body chairman's request. Body chairs are encouraged to communicate with the Town Manager as necessary in this and other matters.

E. Elective organization coordination.

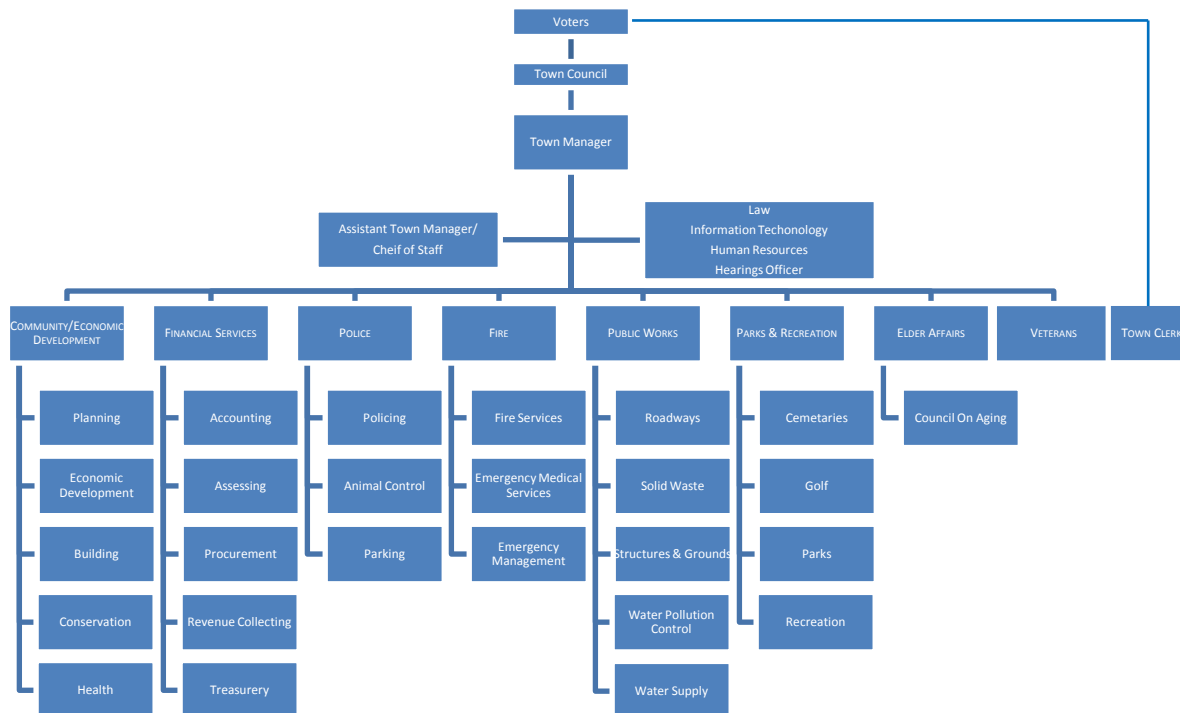
- (1) The municipal organization provides professional support to elective organizations of the Town primarily through the Town Manager.
- (2) Coordination of reporting to the Town Council occurs through the Town Manager. All departments under the jurisdiction of the Town Manager shall ensure that the Town Council receives objective, timely, professional and accurate information upon request, to better assist the Town Council in its legislative and policy decision making process.

- (3) To ensure that the coordination of reporting to the Town Council is effective, the Town Manager shall assume responsibility for the information transmittal. The procedure for transmittal of informational reports from a department to the Town Council is to route through the Town Manager. Requests for reports or other services from the Town Council to a department must be routed through the Town Manager. Information not transmitted by this process shall lessen the accountability of the Town Manager in that regard. In the case of the Board of Library Trustees, the Library Director shall assume responsibility for information transmittal.
- (4) Nothing in this section, however, shall be construed so as to deny to members of the Town Council direct access to information that is readily available and provided by departments to citizens in the pursuit of their civic responsibilities or private business, nor shall staff members be discouraged from providing said information through formal or informal discourse.

- F. Monthly reporting. In order to ensure that accurate and timely information concerning the administrative operations of the various Town agencies is transmitted effectively, departments and divisions are required to submit to the Town Manager, monthly reports which detail in summary form, the various activities of their department for the preceding monthly period. Reports will focus upon program and service delivery, financial expenditures, achievement of performance standards, personnel actions, and related information.
- G. Annual reports. All departments of the Town of Bridgewater shall prepare annual reports of their activities and submit same to the Town Manager for inclusion in the Annual Report of the Town, on or before the fourth Friday in January. The annual report shall describe calendar-year activities for the year ending each December 31. Where required by state and/or federal regulations, certain agencies shall be required to submit copies of their annual reports to appropriate state and/or federal agencies.

Section 2. Organization of Administration

The administration of the Town affairs shall be organized as set forth below.



Section 3. Town Manager

- A. Mission. As defined in the Town Charter, the administration of all Town fiscal, business, and municipal affairs shall be vested in the Executive Branch headed by the Town Manager. The Town

Manager is the chief executive officer of the Town and is responsible to the Town Council for the proper operation of Town affairs for which the Town Manager is given responsibility under the Bridgewater Town Charter, the Administrative Code, ordinance, general laws, or vote of Town Council.

B. Authorities and responsibilities.

- (1) As described in the Town Charter, the Town Manager appoints all department heads, officers, constables, and employees, except persons serving directly under the Town Council. Certain appointments made by the Town Manager are subject to the ratification of the Town Council, as set forth in the Town Charter and other chapters of the Code of the Town of Bridgewater. The Town Manager consults with multiple-member bodies as appropriate, and as determined in the Bridgewater Town Charter, concerning the appointments of certain department managers. The Town Manager may appoint an Assistant Town Manager or a Chief of Staff to assist in the administration of the Town Manager's duties.
- (2) The powers, duties and responsibilities of the Town Manager are defined in the Charter, and shall include, but are not intended to be limited to, the following:
 - (a) to supervise, direct and be responsible for the efficient administration of all officers appointed by the Town Manager and their respective departments and of all functions for which the Town Manager is given responsibility under this charter, by ordinance or by vote of the Town Council. With the vote of the Town Council, the Town Manager may serve as the head of one or more departments, offices or agencies or may appoint one person as the head of two or more of them;
 - (b) to administer either directly or through a person supervised by the Town Manager, in accordance with this charter, all provisions of any general or special law applicable to the town, all ordinances and all regulations established by the town council;
 - (c) to coordinate all activities of town departments or multiple member bodies;
 - (d) to provide consultative services to elected bodies;
 - (e) to attend all regular and special meetings of the town council, unless excused, and answer all questions addressed to the Town Manager which are related to matters under the general supervision of the Town Manager;
 - (f) to have the right to take part in discussions of the town council, but not vote;
 - (g) to keep the town council fully informed as to the needs of the town, and to recommend to the town council for adoption, such measures requiring action by them as the Town Manager deems necessary or expedient;
 - (h) to make recommendations to the town council concerning the affairs of the town and facilitate the work of the town council in developing policy;
 - (i) to ensure that complete and full records of the financial and administrative activity of the town are maintained and to render reports to the town council and finance committee as may be required;
 - (j) to be responsible for the rental, use, maintenance and repair of all town facilities;
 - (k) to be responsible for the purchase of all supplies, materials and equipment and approve the award of all contracts;
 - (l) to develop and maintain a full and complete inventory of all town-owned real and personal property;
 - (m) to administer personnel policies, practices or rules and regulations, any compensation plan and related matters for all town employees and to administer all collective bargaining agreements entered into by the town;
 - (n) to fix the compensation of all town employees and officers appointed by the Town Manager within the limits established by appropriation and applicable compensation plan;
 - (o) to be responsible for the negotiation of all contracts with town employees over wages, and other terms and conditions of employment. The Town Manager may employ

special counsel to assist in the performance of these duties. Insofar as they require appropriations, contracts shall be subject to the approval of the town council;

- (p) to prepare and submit an annual operating budget, capital improvement program and a long term financial forecast as provided in the Town Charter;
- (q) to ensure that the town council president is kept fully informed of and fully involved in the town's emergency preparedness planning and preparation;
- (r) to keep the town council fully informed as to the financial condition of the town and to make recommendations to the town council as the Town Manager determines necessary or expedient, including recommendations based upon the annual Town audit;
- (s) to assist the town council to develop long-term goals for the town and strategies to implement these goals;
- (t) to investigate or inquire into the affairs of any town department, agency or office;
- (u) to delegate, authorize or direct a subordinate or employee of the Town to exercise any power, duty or responsibility which the office of Town Manager may exercise; provided, however, that all acts that are performed under the delegation shall be considered to be the acts of the Town Manager;
- (v) to perform such other duties as necessary or as may be assigned by this charter, by ordinance or by vote of the Town Council;
- (w) to provide staff support services for the town council president and town council members;
- (x) to serve as the town's liaison to any local, regional, state, or federal entity of which the town is a member and to explore opportunities for intergovernmental cooperation;
- (y) to promote partnerships among town council, staff, citizens and businesses in developing public policy and building a sense of community; and
- (z) to hold regular informational sessions with departments and community-based organizations.

C. Interrelationships. The Town Manager interacts with the Town Council on all matters noted above and, as the chief executive officer of the Town, interacts as necessary with all other multiple member bodies and officers of the Town. Descriptions specific to interaction appear in either the elective, multiple-member appointive or administrative organization parts of the Administrative Code.

D. Department heads.

(1) The term "department head" as used in this section shall mean the following positions:

- (a) Building and Zoning Official
- (b) Chief Assessor
- (c) Collector
- (d) Community and Economic Development Director
- (e) Conservation Agent
- (f) Elder Affairs Director
- (g) Finance Director
- (h) Fire Chief.
- (i) Hearings Officer
- (j) Health Agent
- (k) Human Resources Director
- (l) Information Technology Director
- (m) Library Director
- (n) Parks and Recreation Director.
- (o) Police Chief.
- (p) Public Works Director
- (q) Roadways Superintendent
- (r) Town Accountant
- (s) Town Attorney
- (t) Treasurer

- (u) Water and Sewer Superintendant
 - (v) Veterans' Director
- (2) Appointments of department heads made by the Town Manager shall become effective upon ratification by the Council after submission of such appointments in accordance with rules made by the Council from time to time governing the approval of such appointments. The appointments of all other officers and employees shall be deemed, for the purposes of Section 4-3 of the Charter, to have been approved when made by the Manager.

Section 4. Legal Office

The Legal Department represents the Town in all legal matters and provides advice on the effective governance of the Town. The Legal Department is part of the Executive branch.

- A. Mission. The objective of the Office of the Town Attorney is to provide and/or supervise the provision of all legal services necessary to the proper conduct of the affairs of the Town.
- B. Authorities and responsibilities. The responsibilities of the Town Attorney are varied, and include the following:
 - (1) Attend all Town Council meetings and, at the request of the President thereof, advise the Council on questions of law relating to the subject matter of any matter before the Council and as to the form of proposed votes or motions or the legality of any particular action proposed to be taken by the Council.
 - (2) Under the direction of the Town Manager, provide advice or opinion to all elective or appointive Town officers, multiple-member bodies, or departments as to any function of their respective offices or on any specific question of law in relation thereto.
 - (3) Appear and act as Attorney for the Town, or for any Town officer in his official capacity, in any suit, action, complaint or court proceedings in which the Town, or such Town officer in his official capacity, is a party plaintiff or a party defendant, subject to the Town Manager's advice and consent.
 - (4) Appear and act for the Town, its officers, and multiple member bodies before state and county boards and officials, executive departments and committees of the legislature, in all proceedings involving the rights, duties or interests of the Town, subject to the Town Manager's request.
 - (5) Appear for and defend any Town officer against whom in person any suit or proceedings in court has been brought, founded on his official action performed in good faith relative to a matter in which the Town in its corporate capacity has a duty to perform, a right to defend, or an interest to protect, provided that the Town Manager, at the request of such officer, directs the Town Attorney in writing so to do.
 - (6) Give his advice and consent to the Town Manager with respect to the question of whether or not to compromise and settle claims or suits against the Town.
 - (7) Title examination for all real estate and other property to be acquired by the Town, approval of deeds and other instruments in writing under which the Town takes title to the same.
 - (8) Draft all deeds, leases, conveyances and releases to be executed in behalf of the Town and all contracts, bonds, obligations or other agreements in writing whereby the Town assumes any pecuniary, contractual or other liability, to be executed by any Town official, multiple member body, or department by virtue of any special or general authorization.
 - (9) Draft formal orders, notices, votes, adjudications or decrees for the layout, relocation, alteration or discontinuance of Town ways and for the taking of lands or interests in lands, on behalf of the Town, by purchase or eminent domain, for any municipal purpose.
- C. Interrelationships.
 - (1) Town Council. The Town Attorney interacts with the Town Council by attending all Town Council meetings and advising the Council on questions of law relating to the subject matter before the Council and as to the form of proposed votes or motions or the legality of any particular action proposed to be taken by the Council.

- (2) Town Manager. The Town Attorney shall interact with the Manager to satisfy the responsibilities set forth, and shall serve to advise the Manager on matters of law and specific functions of the organization.
- (3) Other departments. Interaction shall be consistent with the responsibilities set forth herein.

(This Section 4 effectively replaces Article VI, Town Counsel, of the General Bylaws)

Section 5. Human Resources

Human Resources is responsible for the proper administration of the Town's Human Resources Policy and adherence to all state and federal employment laws. Human Resources is part of the Executive branch.

- A. Mission. Human Resources is committed to providing information and services that effectively and economically support the execution and integration of personnel management policies and decisions; to supporting a municipal work environment which optimizes organizational effectiveness; and to maintaining operating standards consistent with recognized human resources management and executive policy.
- B. Authorities and responsibilities. Human Resources performs the following duties and responsibilities:
 - (1) Ensure fair treatment of applicants and employees in all aspects of human resources.
 - (2) Assist, advise, and train management personnel in matters of job selection and termination, classification, disciplinary action and management training.
 - (3) Assist the Town Manager in the collective bargaining process and the grievance procedures.
 - (4) Maintain an automated human resources management system.
 - (5) Implement and maintain affirmative action employment program for Town, reporting results regularly to the state.
 - (6) Manage the worker's compensation and unemployment insurance programs.
 - (7) Maintain the job classification system, establishing position descriptions, rates of pay, hours of work.
 - (8) Manage the Town's job selection and recruitment process, approving postings, interviewing candidates, recommending candidate selection to the department or Assistant Town Manager, and Town Manager.
 - (9) Manage employee assistance programs.
- C. Interrelationships.
 - (1) Town Manager. Human Resources is the primary entity responsible for management of the Town's human resources. As such, all human resources policies, directives, rules and regulations promulgated by the Town Manager shall be implemented and enforced by Human Resources for all municipal components.
 - (2) Other departments. In any matter concerning management of the Town's human resources, Human Resources will be required to interact with municipal departments for the purpose of observing and enforcing the Town's human resources management system.
 - (3) Multiple-member bodies. Human Resources interacts with all multiple member bodies as needed or required by the Bridgewater Town Charter or the Administrative Code.

Section 6. Informational Technologies.

Information Technologies implements and manages the Town's electronic and digital infrastructure, including all networks, computers, phone systems, web sites and electronic mail communications.

Information Technologies is a part of the Executive branch.

- A. Mission. The objective of Information Technology is to coordinate the Town's electronic presence, including web sites and social media, and to provide assistance and professional services to all Town departments, including the Town Council, utilizing systems for which they are responsible. Significant attention is given to coordination, integration, standardization and centralization of the Town's information resources.

- B. Authorities and responsibilities. Information Technology is responsible for several major functional areas: systems development and planning, systems modification and enhancement, operations, central services and management and administration of the hardware and software for the geographic information system (GIS), computer hardware acquisition and maintenance support, software acquisition, development and enhancement, management of the Town's Web site, computer supplies management, binding, printing, plotting and scanning services, desktop publishing, developing and conducting in-house computer training, and most significantly, processing of all municipal software programs on the host computer system or through web-based or cloud technology, and central depository for all electronic information and associated systems which are maintained and/or utilized by the Town.
- C. Interrelationships.
- (1) Town Manager. Regular interaction through the Town Manager's office, for the purpose of ensuring adherence to information systems procedures and practices by all municipal departments, development and maintenance of information systems planning, and procurement, and compliance by all departments to the information systems policies and procedures for management of information systems.
 - (2) Other departments. Ongoing interaction with all departments to ensure accomplishment of the Department's goals and objectives is commonplace. Special projects, development of software and/or hardware enhancements as needed and as are consistent with management policy on same. Regular and recurring interaction with all users of information systems technology by technical support staff and programming and development staff is commonplace, so as to ensure the effective and efficient integration of information systems within the Town.
 - (3) Multiple member bodies. Almost no interaction with multiple member bodies with the exception of the Town Council and its committees.

Section 7. Hearings Officer

The Hearings Officer conducts hearings required by state law or Town Charter. The Hearings Officer is part of the Executive branch.

- A. Mission. The mission of the Hearing Officer is to provide judicious, expert, fair, impartial and prompt determinations consistent with applicable provisions of statutory, case and regulatory law upon questions and causes specifically placed under the Hearing Officer's jurisdiction by the state law, the Town Charter, this Code, and the Town Manager, including parking ticket appeals, ordinance infractions, and dog hearing.
- B. Authorities and responsibilities. The Hearings Officer hears evidence and issues written decisions with respect to a wide range of issues. The Hearing Officer hears complaints under Chapter 140, section 157 concerning dangerous or vicious dogs, parking ticket appeals, and any other appeals that require a municipal hearings officer. The Hearings Officer shall transmit a written decision to the appropriate multiple member body or department head.
- C. Interrelationships.
- (1) Town Manager. The Hearings Officer interacts directly with the Town Manager's office on administrative, budgetary and broad, general policy issues. The Hearings Officer shall be independent of the Town Manager with respect to decisions in specific cases.
 - (2) Other departments. The Hearings Officer interacts with the Police Department regarding Animal Control issues and Parking Tickets, and other departments depending upon the subject matter before her. The Hearings Officer shall make recommendations through the Town Manager to the Town Council with respect to legislation beneficial to the administration of matters with the Hearing Officer's jurisdiction.
 - (3) Other interactions. The Hearing Officer interacts with appropriate community agencies, groups and private enterprise as well as state agencies to seek effective achievement of goals and objectives.

Section 8. Community and Economic Development Department

The Community and Economic Development Department consists of six sub departments: Planning, Community Development, Economic Development, Building, Conservation, and Health.

- A. **Mission.** The mission of the Community Development Department is to provide leadership and expertise in designating and protecting land use, promoting the economic vitality of the community through the licensing and permitting process, creating and supporting community and affordable housing efforts, and safeguarding the health of Town residents through the administration of the various building and land use regulations. In addition, the department aims to enhance and enrich the quality of life for the Town's residents through the support and coordination of the development of a comprehensive master plan through the Planning Board.
- B. **Authorities and responsibilities.** The Community and Economic Development Department provides administrative and technical support to the Historic District Commission, Planning Board, the Zoning Board of Appeals, the Housing Partnership Committee, the Open Space Committee, the Board of Health and the Conservation Commission. The Department generally oversees regulatory review and permitting, community and economic development and planning, traffic and pedestrian management planning.
- C. **Community and Economic Development Director, Building and Zoning Official, Health Agent, and Conservation Agent appointment.** The Town Manager appoints a Community and Economic Development Director, Building and Zoning Official, Health Agent, and Conservation Agent. To the extent allowed by Massachusetts law, the same person may serve in more than one role.
- D. **Authorities and Responsibilities**
 - (1) **Community and Economic Development Director:** The Community and Economic Development Director is responsible for providing administrative direction and control of the Community and Economic Development Department, which consists of the Planning, Community Development, Economic Development, Building, Conservation, and Health departments.
 - (2) **Building and Zoning Official:** The Building and Zoning Official conducts inspections, issues such permits and is responsible for enforcing such regulations and ordinances as may be required by the Town or under the state Building, Wiring, Plumbing and Gas Codes. The Building and Zoning Official is responsible for enforcing all the provisions of the zoning ordinance, and further enforces all the provisions of the Bridgewater Historic District rules and other overlay or special districts. The Official operates pursuant to MGL c. 143, 142, CMR 248, 521, and 780; and NFPA 54 and 58; the Town Zoning Ordinance and Town General Ordinances. The Official maintains recordkeeping, assists the public, and takes enforcement actions.
 - (3) **Health Agent:** The Health Agent is responsible for enforcing the state sanitary code (105 CMR 410), locally adopted regulations pursuant to MGL c. 111 (Article ____, Chapter ____ of the Code), and the Town General Ordinances. The Agent maintains recordkeeping, assists the public, and takes enforcement actions.
 - (4) **Conservation Agent:** The Conservation Agent administers and implements the state Wetland Protection Act (MGL c. 131, § 40) and the Town Wetland Protection Ordinance (**Article ____, Chapter ____ of the Code**), which includes review of permit applications and issuance of permits subsequent to Conservation Commission decisions. The Agent maintains recordkeeping, assists the public, and takes enforcement actions.
- E. **Organizational components:**
 - (1) **Planning function.** The Department performs long-term professional planning for the Town, including the drafting of amendments to the zoning and general ordinances, the coordination of intergovernmental activities relating to planning issues, performing grant administration, and the undertaking of the revisions to the Town's local comprehensive plan. In carrying out these duties it:
 - a. Provides the Town with relevant data concerning its physical, social, economic and environmental future;

- b. Advises and assists all Town departments and agencies in the administration of their respective municipal functions and responsibilities as they relate to Town planning;
 - c. Initiates and conducts studies of the resources and needs of the Town and its relationship with other towns and its environs;
 - d. Prepares plans and recommendations with regard to land use, population patterns and projections, siting of public works projects, economic development, and related matters;
 - e. In conjunction with the other departments, analyzes proposals for housing, transportation, employment, public utility developments, recreation, parking and traffic circulation and related matters to assist the Town Manager and other Town agencies in the making of any recommendations, or rendering of any approvals, which they may be required to make concerning such matters;
 - f. Distributes reports or plans in connection with planning and development issues, problems, policies and strategies;
 - g. Coordinates with the Regional Planning Agency and other planning agencies of neighboring communities and other agencies and groups;
 - h. Represents the Town to the Regional Planning Agency;
 - i. Drafts, maintains, and updates the Comprehensive Master Plan of the Town, including data and analyses, maps, surveys, and plans affecting the components of the Plan; goals, objectives, policies and strategies that implement the Plan; and coordination of functions and activities consistent with the Plan;
 - j. Provides a wide array of data and analysis as part of the planning process. This database is coordinated with other Town departments to ensure that projects, functions and activities are consistent with the goals, policies, and strategies of the Master Plan, and;
 - k. Reviews state MEPA filings.
- (2) Economic Development function. The Economic Development function develops the Town's economic development plan and provides professional staff support to implement the Town's plan. Specific activities include promoting Bridgewater's revitalization, collaboration with the Bridgewater Business Association, the South Shore and Cranberry Country Chambers of Commerce, planning and study initiatives for the downtown area and the Town's industrial and commercially zoned areas. The function develops strategies to retain and attract businesses pursuant to the economic development plan using a variety of tools including tax increment financing, district increment financing, zoning amendment proposals, and outreach.
- (3) Housing function. The Housing function develops strategies and programs to promote, support, and increase the Town's housing stock in conformance with the Town's Master Plan. The function develops the Town's comprehensive housing policy in conformance with MGL c.40B. Through its personnel, it develops and updates the Town's affordable housing inventory and submits it to the state's Department of Housing and Community Development.
- (4) Licensing and Permitting function. The Licensing and Permitting function processes a wide variety of annual business and alcohol license, and permit applications in preparation for Council vote. The function interacts with new business owners and existing businesses interested in relocating to the Town of Bridgewater in order to arrange for appropriate licensure as well as to be the main point of contact for all Community and Economic Development Department related issues.
- (5) Building function. Building Services conducts inspections, issues such permits and enforces such regulations and ordinances as may be required by the Town or under the state Building, Wiring, Plumbing and Gas Codes. Through its personnel, it enforces all the provisions of the zoning ordinance, and further enforces all the provisions of the Bridgewater Historic District rules and other overlay or special districts. It operates pursuant to MGL c. 143, 142, CMR 248, 521, and 780; and NFPA 54 and 58; the Town Zoning Ordinance and Town General Ordinances. The Building function provides administrative support to the Zoning Board of Appeals.

- (6) Health function. Health seeks to preserve and maintain the Town's public health standards and protect its environmental resources by educational means and by enforcement of various health regulations, ordinances, state codes and general and federal laws through the efficient and effective efforts of the department. The Health function provides administrative support to the Board of Health. It has further responsibilities in respect to the following:
- communicable diseases; groundwater protection for benefit of drinking water supply; protection of wetlands, surface waters, and shellfish resources from contamination; immunization and vaccination of residents; investigation of all health-related complaints; action and reporting concerning premature-born infants; enforcement of fuel and chemical storage systems regulations; inspect establishments possessing hazardous and/or toxic waste; inspect all food establishments, swimming pools, seasonal rental units, motels, campgrounds, saunas, well installation, well destruction, septic system installations, horse stables; observe test holes and percolation tests; process death certificates; issue all licenses and permits in relation to food establishments, bed-and-breakfast, retail food, continental breakfast, frozen dessert, food unit, milk pasteurization, motel, camp, sauna, vapor baths, swimming pools, burial, stable, disposal works construction, disposal works installer, well construction, funeral director, masseuse, garbage hauler, seepage hauler.
- (7) Conservation function. Conservation seeks to protect wetland and watershed resources through its review and permitting of building projects, and to set management direction for municipal properties held for conservation purposes. Conservation serves the Conservation Commission through the implementation of three primary objectives: regulatory, land management and land acquisition. In respect to regulatory matters, it administers and implements the State Wetland Protection Act (MGL c. 131, § 40) and the Town Wetland Protection Ordinance (**Article ____, Chapter ____ of the Code**), which includes review of permit applications and issuance of permits subsequent to Conservation Commission decisions, recordkeeping, public assistance and enforcement. In respect to land management, the Conservation Commission develops land management plans for conservation lands within the Town consistent with the Master Plan, Land Management Plan, Open Space Plan, and policies established by the Commission. In respect to land acquisition, Conservation evaluates land proposed for donation for conservation purposes, evaluates potential fee simple acquisitions consistent with the Open Space Plan, evaluates tax title and owners unknown parcels for potential conservation purposes, and implements Town policy dealing with conservation restrictions. The Conservation function provides administrative support to the Conservation Commission and the Open Space Committee.

F. Interrelationships.

- (1) Town Manager. Community and Economic Development Director interacts directly with the Town Manager, who provides direction and supervision. Interaction primarily for program development and approval, budget, expenditures, and to further provide the Town Manager information concerning community, planning, economic development, building, health and conservation issues and problems.
- (2) Other departments. In addition to the interdisciplinary approach and interrelationships which exist between departments, interrelationships commonly exist with Public Works and Legal Departments. Interaction is continuous and frequent with all departments of the Town, as well as federal, state, or regional agencies in order for the department to seek effective accomplishment of its responsibilities.
- (3) Multiple-member bodies. Interaction with and support for the Planning Board, Zoning Board of Appeals, Historical Commission, Historic District Committee, Affordable Housing Trust, Community Preservation Committee, **Disabilities Commission**, Open Space Committee, Board of Health, Transportation Committee, and Conservation Commission. Interaction with Planning Board primarily to provide administrative, clerical, and technical support relative to promulgation of rules and regulations or ordinances, as well as master plans. Interaction with

the Zoning Board of Appeals primarily to provide administrative, clerical, and technical support for decision making, special permit and variance request reviews. Interaction with the Historical Commission primarily to provide administrative, clerical, and technical support. Interaction with the Historic District Committee and the Affordable Housing Trust to provide administrative, clerical, and technical support, and for promulgation of rules and regulations and determinations of suitability. Interaction with the Transportation Committee, Open Space Committee, and the Community Preservation Committee primarily to provide administrative, clerical and technical support. Interaction with Conservation Commission for provision of administrative, clerical, and technical support. Interaction with the Board of Health for provision of administrative, clerical, and technical support. Interaction with Parks and Recreation Commission for the purpose of implementation of land management plans for conservation properties.

- (4) Outside agencies. Significant interrelationships exist between the Regional Planning Agency concerning regional policy planning, developments of regional impact, areas of critical planning concern, and other regional issues. Extensive interaction occurs with numerous state agencies and departments concerning land use and regulatory issues.

Section 9. Finance Department

The Finance Department consists of four sub-departments: Accounting, Tax Collection, Treasurer, and Assessor. The Department is under the management of the Finance Director. The Finance Department is part of the Administrative Branch.

- A. Mission. The Department's mission is to provide financial and internal support to all municipal departments, providing the general public with departmental information, providing the Town Council and Town Manager oversight review, improving accessibility to local government and its services, and assuring adherence to municipal procurement laws and policies.
- B. Authorities and Responsibilities. The Department operates pursuant to various state, federal and municipal laws: MGL c. 30, c. 30B, c. 39M, c. 149, c. 39, c. 40, c. 41, c. 43C, c. 44, c. 44B, c. 59.
- C. Finance Department Director, Accountant, Collector/Treasurer, and Director of Assessing appointment. The Town Manager appoints a Town Accountant, Collector, Treasurer, and Director of Assessing, one of which may serve as the Finance Director. To the extent allowed by Massachusetts law, the same person may serve in more than one role. The Town Manager may appoint a separate Finance Director pursuant to MGL c. 43C, § 11. The Town Accountant operates pursuant to MGL c. 41, § 55, for the purpose of maintaining financial records, supervising and controlling all expenditures of Town funds, and all related work as required by law. The Town Collector-Treasurer is responsible for receipt of, and disbursement of, all monies of the Town. The Town Collector-Treasurer has all of the other powers and duties which are given to Town Collector-Treasurers by MGL c. 41, §§ 35 through 43A.
- D. Authorities and Responsibilities.
 - (1) Finance Director: The Finance Director is responsible for providing administrative direction and control of the Finance Department, which consists of the Accounting, Assessing, Treasurer and Tax Collecting. The Director of Finance participates as a member of the Town's negotiating team for the purposes of collective bargaining, is responsible for the annual and capital budget preparation, and oversees the adherence to procurement laws.
 - (2) Town Accountant: The Town Accountant is responsible for maintenance of all Town contracts and insurance policies, trust funds, and monthly financial reporting of revenues and expenditures. The Town Accountant examines the books and accounts of all Town officers, officers and committees entrusted with the receipt, custody or expenditure of money, and all original bills and vouchers on which money has been or may be paid from its treasury. The Town Accountant verifies the cash balance of each of such officers and committees by actual count of the cash and inserts in his annual report his certificate under oath of the facts so found. Additionally, he causes audits to be made annually of the accounts of the trustees of any property, the principal or income of which, in whole or in part, was bequeathed or given

in trust for public uses for the benefit of the Town, or for the benefit of the inhabitants of the Town, and examines and estimates the funds, securities and evidences of property held by such trustees.

The Town Manager and other officers authorized to spend money shall approve and transmit to the Town Accountant as often as practicable but not less than once a month all bills, drafts, orders and payrolls chargeable to the respective appropriations of which they have the expenditure. The Town Accountant shall examine all such bills, drafts, orders and payrolls, and, if found correct, draws a warrant upon the treasury for the payment of the same, and the Treasurer pays no money from the treasury except upon such warrant approved by the Town Manager. The Town Accountant may disallow and refuse to approve for payment any claim as fraudulent, unlawful or excessive, and in such case shall file with the Town Treasurer a written statement of the reasons for such refusal.

The Town Accountant reviews compliance with Massachusetts procurement laws and Town policies concerning the procurement of goods and services.

The Town Accountant maintains a complete set of books and the accounts are kept, so far as practicable, in conformity with the classifications and forms prescribed law.

The Town Accountant participates actively in the development and review of all municipal budgets.

- (3) Collector-Treasurer. The Collector-Treasurer receives and takes charge of all money and securities belonging to the Town. In accordance with the orders of the Town or its authorized officers, the Treasury pays out and accounts for all disbursements in behalf of the Town. The Collector-Treasurer is responsible for annually rendering a true account of all receipts and disbursements.

The Collector-Treasurer establishes and maintains an efficient cash management system, which includes monthly, quarterly projections of cash flow and disbursements. The Collector-Treasurer maintains professional investment policies and practices, and, with the approval of the Town Manager, is authorized to borrow monies for those projects authorized for funding by the Town Council. He is responsible for maintenance and operation of the Town's payroll system as well as the benefits management system, both coordinated with the Human Resources Department. The Collector-Treasurer pursues, with the assistance of the Town Attorney, all tax title processing. The Collector-Treasurer coordinates cash reconciliation with the Town Accountant.

The Collector-Treasurer collects all taxes, accounts and other sums payable to the town not otherwise specifically provided for, together with interest, costs and charges thereon.

- (4) Principal Assessor. The Principal Assessor is responsible for administering Massachusetts Property Tax Laws effectively and equitably and for producing accurate and fair assessments of all property, both real estate and business personal property for approval by the Board of Assessors. The office also administers all real estate tax exemptions and abatements and excise tax abatements. The Principal Assessor is also responsible for submitting annually a Tax Rate Recapitulation Sheet to DOR's Bureau of Accounts, and is responsible for providing estimated "new growth" calculations as part of the yearly budget process. The Tax Recapitulation is submitted to the Department of Revenue as evidence that the Town has a balanced budget within the limits of Proposition 2 1/2.

E. Organizational components.

- (1) Accounting function. This component includes oversight for all financial transactions of the Town including Enterprise Fund operations Charitable Fund disbursements. This component maintains a comprehensive general ledger chart of accounts tracking all financial activity of the Town and provides expertise in the areas of accounts payable; sound accounting principles and techniques for all departments; and various internal and external financial reporting including the annual independent financial audit process and preparation of the Town's Comprehensive Annual Financial Report. The function interacts with all departments and many outside organizations. It provides departments with monthly budget reports, encumbrance status reports and processes all invoices for the Town. It conducts routine financial reconciliations with other Town functions,

such as the Collections and Treasury. This function is responsible for providing all documentation for the annual audit process, assisting in the preparation of setting the tax rate, providing information for certification of free cash and surplus funds, preparing various state and federal financial reports, training on the Town financial management system for all departments and other financial information as the need arises.

- (2) Budget function. This component includes assistance in the annual development of the capital and operating budgets for the Town and the capital budget for the Town's schools according to the Regional School Agreement. This function monitors the budget and produces annual financial reports there upon. This function also prepares an annual cost of service analysis, a five-year forecast in accordance with Article VI of the Town Charter, performs cost/benefit analysis, conducts training on the Town's financial management system for all departments and other special projects as the need arises.
- (3) Treasury function. The functions of the Treasury include investment policies, cash management, debt management and collection of real estate liens. All activities are conducted with the objective of safeguarding principal, maintaining liquidity to meet the Town's operating needs while optimizing the yield to the fullest extent possible and minimizing risk. This function is also responsible for producing the Town payroll, wage reporting, paying over authorized deductions to appropriate vendors, and making timely payroll tax deposits. The Treasury also oversees the issuance and disbursement of all vendor checks and the issuance and servicing of the Town's bonds.
- (4) Collector function. The function of the Collector includes the collection of all accounts due and payable to the Town. Town officials and Town agencies, from time to time, shall commit to the Collector for collection all accounts due and payable to the Town, listed against the parties obligated to assume and pay the same. The Collector shall pay over to the Treasurer all collections received with any sums received in interest. (Dutton / Rivers)
- (5) Procurement function. The procurement function offers expertise to all Town departments in the procurement of goods and services to the departments of the Town to allow for the efficient expenditure of Town funds in accordance with MGL c. 30B, c. 30 § 39M, and c. 149. The Chief Procurement Officer (CPO) provides direction in the process of acquiring goods and services, suggestions for alternative products, using state contracts to avoid the duplicative bid process, assistance with surplus property disposal, and assistance in managing the interaction of vendors with the Town. The procurement program also manages the Town insurance policies and provides assistance with the Town's risk management activities in conjunction with other Town divisions.
- (6) Assessing function. Assessing appraises each account or parcel of taxable property within the Town at its market value, so as to ensure an equitable distribution of the total tax burden within the Town. As the organizational component responsible for providing administrative support to the Board of Assessors, Assessing is responsible for appraisal of all property, both real and personal. It is responsible for carrying out its responsibilities under the Massachusetts General Laws, in particular Chapter 40, § 56, as it concerns the percentages of local tax levy for property; Chapter 41, §§ 24, 25, 25A, 26, 27, 28, 29, 30, 30A and 30B, as they concern the relating powers and duties of the Board, the appointment of Assistant Assessors, and the oath of office; Chapter 58 relating to the general provisions of taxation; Chapter 59, relating to the assessment of local taxation; Chapter 60A, relating to excise tax on registered motor vehicles; Chapter 60B, relating to excise tax on boats, ships and vessels; Chapter 61, relating to classification and taxation of forest land and forest products; Chapter 61A, relating to assessment and taxation of agricultural and horticultural land; Chapter 61B, relating to classification and taxation of recreational land; and Chapter 80, relating to the assessment of betterments.

F. Interrelationships.

- (1) Town Manager. The Finance Director is responsible for management of the Town's financial resources. As such, all matters of a financial nature within the Town shall receive Finance Director and Town Manager approval. The Finance Director advises the Town Manager on all

matters financial, so as to ensure the proper and efficient financial management of the Town. The Town Accountant, prior to approval from the Finance Director and the Town Manager, approves all warrants and other expenditures of Town funds and advises the Town Manager on the Town's financial policies. The Collector-Treasurer interacts with the Town Manager for the purposes herein stated, and further to ensure that the monies of the Town are properly managed through sound investment and disbursement practices. The Collector-Treasurer actively works with the Town Accountant and Town Manager in cash flow projections and long-term planning of expenditures and borrowing.

- (2) Other departments. All organizational components, officers, multiple member bodies authorized to collect revenues, or expend same, interact with Finance for the purposes stated herein. As indicated, interrelationships shall occur throughout the Town, where matters of payroll, benefits management or other treasury or budgetary planning activities take place. As an integral part of the Administrative Branch, financial planning matters within the Finance Department are primary.
- (3) Multiple-member bodies. Finance Department interacts with the Board of Assessors, the Financial Committee, and the Town Council through its Budget and Finance Committee and other Boards and Commissions as requested.

(This Section 9 effectively replaces Article IV, Accounting and Auditing, and Article VIII, Treasurer, of the General Bylaws)

Section 10. Public Works Department

The Department of Public Works consists of five sub-departments: Roadways, Solid Waste, Structures and Grounds, Water Pollution Control, and Water Supply. The Department is under the management control of the Director of Public Works. The Department of Public Works is part of the Operational branch.

- A. Mission. The Department's mission is to protect, preserve and improve the Town's infrastructure and related assets in a manner which meets and enhances the current and future social and economic needs of the community, contribute to a healthy, safe and quality environment for the Town's citizens and its visitors, to provide water service to the Town of Bridgewater, and a cost-effective and environmentally sound means of disposing of solid waste and wastewater.
- B. Authorities and Responsibilities. The Department operates pursuant to various state, federal and municipal laws including but not limited to: MGL c. 21, §§ 26 through 53, c. 83, and CMR 314 pertaining to sewage treatment and disposal, and storm water runoff; 310 CMR, Section 19, governing solid waste disposal; c. 85 and 90 governing highway and bridge traffic control, financing and repair; c. 114 concerning management and financing of cemeteries; c. 7, c. 149, § 44, c. 30B which regulates procurements; c. 131, § 40 and 310 CMR, Section 10, governing wetlands protection.
- C. DPW Director, Roadway Superintendent, Solid Waste Director, Structures and Grounds Superintendant, Water Pollution Control Director, and Water Supply Director appointment. The Town Manager appoints a Roadway Superintendent, Solid Waste Director, Structures and Grounds Superintendant, Water Pollution Control Director, and Water Supply Director one of which may serve as the DPW Director. To the extent allowed by Massachusetts law, the same person may serve in more than one role. The Town Manager may appoint a separate DPW Director.
- D. Authorities and Responsibilities.
 - (1) DPW Director: The Director provides centralized administration and management to the six sub-departments and other Town departments. The Director formulates policy; provides procedural guidance; oversees operations procedures, procurement, department personnel, capital planning, and budgetary management; establishes and maintains community relations; and maintains continuous communication with the Town Manager.
 - (2) Roadway Sub-Department: Protect, maintain and improve the Town's roadway system, parking facilities, sidewalks, and town-owned storm water drainage facilities in a manner which promotes maximum infrastructure life span, oversee storm water testing and management, improves traffic flow and enhances both pedestrian and vehicle safety; plant, maintain, and, where necessary, remove Town shade trees; develop a tree planting and

replacement program; provide snow removal services, and to provide a level of routine and emergency repairs to Town vehicles and equipment.

- (3) Solid Waste Sub-Department: manages residential solid waste and certain hazardous waste collection programs; manages the recycling, solid waste, and hazardous waste collection center; promotes recycling programs; markets recyclable materials; coordinates with the SEMASS waste-to-energy plant (or other vendor) for transfer and disposal of solid waste; and coordinates a leaf and brush disposal program for residents.
- (4) Structures and Grounds Sub-Department: protects and maintains the Town's municipal buildings and community facilities and resources; manage construction, renovation, and maintenance of facilities with a high priority on energy-efficiency and conservation; and provides support to the Parks and Recreation Department for the grounds keeping of cemeteries and parks.
- (5) Water Pollution Control Sub-Department: manages the wastewater collection and disposal system, including operation and maintenance of a wastewater treatment plant and septage processing facility, wastewater pumping stations, and gravity and force sewage collection mains; operation of an industrial pretreatment program and a laboratory for the testing of septage and sewage, and the effluent; maintenance of an accounts receivable and billing system for sewer use.
- (6) Water Supply Sub-Department: provides commercial and residential properties in the Town of Bridgewater with a safe, efficient and effective means of obtaining drinking water; operates and maintains water treatment facility, pump stations, and distribution system; maintains accounts receivable and billing system for water use.

E. Interrelationships.

- (1) Town Manager. In respect to the vast majority of activities, significant interaction is necessary.
- (2) Other departments. As the Department services most departments, interaction is recurring, dependent upon the specific activity to be undertaken. The Department provides support to the Parks and Recreation Department and its volunteers.
- (3) Multiple-member bodies. The Department provides technical and administrative support to the Water and Sewer Board and the Transportation Committee.

Section 11. Elder Affairs Department

The Elder Affairs Department provides an array of social service and leisure time activities to the citizens of Bridgewater, primarily elders, but that appeal to a wide range of ages and interests. The Department works closely with the Town's other social service departments to provide seamless services to the Town's citizens. The Elder Affairs Department is part of the Operational branch.

- A. Mission. The mission of the Elder Affairs Department is to provide the residents of Bridgewater a myriad of social, educational, cultural and recreational opportunities embracing diversity and accessibility for all. Elder Affairs assesses the needs of those citizens age 60 and over living in Town. It designs and creates programs to meet those needs, advocates and educates the community on those issues affecting the elderly, and enlists the support and the funding for the programs from federal, state, Town, and other public and private organizations.
- B. General Authorities and Responsibilities. The Department operates pursuant to various state, federal and municipal laws dealing with Councils on Aging, specifically including but not limited to: MGL c. 40, §8B. Elder Affairs provides a wide and diverse array of programs designed to meet the needs of elders that includes, but is not limited to, the following: outreach, medical education and assistance, social day care, social, recreational and educational programming, counseling, information and referral, newsletters, financial, nutrition, and transportation. Services are developed and provided through staff, volunteers and cooperative efforts with community groups and agencies. It also serves as a resource to other departments and community groups concerning issues having an impact on elders, as well as regularly assessing needs and developing financial resources.
- C. Elder Affairs Director appointment. The Town Manager appoints the Elder Affairs Director.

- D. **Authorities and Responsibilities:**
- (1) Elder Affairs Director. The Director provides centralized administration and management to the Elder Affairs Department. The Director formulates policy; provides procedural guidance; oversees operations procedures, procurement, department personnel, capital planning, and budgetary management; establishes and maintains community relations; and maintains continuous communication with the Town Manager.
- E. **Interrelationships.**
- (1) Town Manager. Elder Affairs interacts with the Manager primarily for program approval, budget expenditures, and the development and approval of rules and procedures.
 - (2) Other departments. Elder Affairs interacts with the Public Works Department relative to facilities maintenance and improvement. It interacts with the Health Department for cooperation in providing appropriate health services. Ongoing interaction with all other departments and organizational components to ensure accomplishment of its goals and objectives is commonplace.
 - (3) Multiple-member bodies. Elder Affairs provides administrative support to the Elder Affairs Commission and receives advisory information regarding program service delivery.
 - (4) Other interactions. Elder Affairs interacts with appropriate community agencies and groups as well as state agencies to seek effective accomplishment of the departmental programming.

Section 12. Library Department

The Library Department ensures that members of the Bridgewater community have the right and means to free and open access to information and ideas. The Library Department protects intellectual freedom, promotes literacy and encourages life-long learning.

- A. **Mission.** The Bridgewater Public Library is committed to providing the community with free and impartial access to sources of knowledge, information and entertainment. These include reference services; books and other printed materials, media, databases, as well as a diverse spectrum of programs, exhibits, and activities that serve the need for lifelong learning, cultural enrichment and intellectual stimulation. The library provides access to and assistance in using emerging technologies that serve as a gateway to information resources within and beyond our wall. The Library supports the collection and cataloguing of non-vital Town records.
- B. **Authorities and Responsibilities.** The Bridgewater Public Library operates pursuant to MGL c. 78 and the Article III of the Town Charter and is charged with ensuring that members of the Bridgewater community have the right and means to free and open access to information and ideas. The library protects intellectual freedom, promotes literacy and encourages life-long learning. The library strives to maintain Massachusetts Board of Library Commissioners certification, a positive recognition of quality community programs, collections, and community commitment to free and open access to information and ideas.
- C. **Library Director appointment.** The Library Director is recommended for appointment by the Board of Library Trustees and appointed by the Town Manager.
- D. **Authority and Responsibilities.**
- (1) Library Director. The Director provides centralized administration and management to the Library Department. The Director formulates policy; provides procedural guidance; oversees operations procedures, procurement, department personnel, capital planning, and budgetary management; establishes and maintains community relations; and maintains continuous communication with the Town Manager.
- E. **Interrelationships.**
- (1) Town Manager. Bridgewater Public Library interacts with the Manager primarily for budgeting expenditures and the development and approval of rules and procedures.
 - (2) Other departments. Bridgewater Public Library interacts with the Public Works Department relative to facilities maintenance and improvement. It interacts with the other departments on a regular basis as a source of information and research materials for Town staff. Ongoing interaction with all other departments and organizational components to ensure accomplishment of its goals and objectives is commonplace.

- (3) Multiple-member bodies. Bridgewater Public Library provides administrative support to the Historical Commission and the Board of Library Trustees, and receives advisory information regarding program service delivery.
- (4) Other interactions. Bridgewater Public Library interacts with appropriate community agencies and groups as well as state agencies to seek effective accomplishment of the departmental programming.

Section 13. Veterans' Department

The Veterans Department provides assistance and counseling to the Town's veteran community. Massachusetts is the only state to dedicate a program of services to its resident, eligible, veteran population. In accordance with Massachusetts General Law, MGL Chapter 115, each city and town in the Commonwealth is represented by a resident Veterans Service Officer also known as a Veterans' Agent.

- A. Mission. Veterans' Services provides assistance in obtaining benefits from federal, state, and local programs for veterans and their dependents, as well as aiding them financially for ordinary living expenses and medical needs.
- B. Authorities and responsibilities. Veterans' Services operates within the Town of Bridgewater pursuant to MGL c. 115. It provides aid and assistance to veterans and/or their dependents, secures appropriate benefits for this service group, and provides outreach, counseling, medical and other support services.
- C. Director of Veterans' Affairs appointment. The Town Manager appoints the Director of Veterans' Affairs Director.
- D. Authorities and Responsibilities:
 - (1) Director of Veterans Affairs. The Director provides centralized administration and management to the Veterans' Department. The Director formulates policy; provides procedural guidance; oversees operations procedures, procurement, department personnel, capital planning, and budgetary management; establishes and maintains community relations; and maintains continuous communication with the Town Manager.
- E. Interrelationships.
 - (1) Town Manager. Veterans' Services interacts with the Town Manager, as the Manager is a member of the District Board. The Manager approves programs, budgets, and coordinates the District employee benefits through its financial offices.
 - (2) Other departments. It interacts with the Finance Director and the Town Treasurer to provide the financial needs of the veteran in an acceptable manner under law and in a timely fashion and with Assessing to assist veterans with real estate tax abatements.
 - (3) Multiple member bodies: Veterans Department provides support to the Veterans' Council.
 - (4) Other interactions: Veterans' Department interacts with community groups and both the federal Veterans' Administration and the Massachusetts' Offices of Veterans Affairs.

Section 14. Parks and Recreation

The Parks and Recreation Department consists of five sub-departments: Recreation Management, Parks Management, Golf Course Management, Fisheries Management, and Cemetery Management. The Department provides an array of passive and active recreation, social and leisure time services to the citizens of Bridgewater. The Department is under the management control of the Director of Parks and Recreation. The Parks and Recreation Department is part of the Operational branch.

- A. Mission. The Department's mission is to manage, protect, and enhance passive and active recreational opportunities and assets in a manner which meets and enhances the current and future social and recreational needs of the community, contribute to a healthy and safe recreational environment for the Town's residents and visitors, and maintain the Town's cemeteries as destinations for peaceful reflection.
- B. Authorities and Responsibilities. The Department operates pursuant to various state, federal and municipal laws including, but not limited to: MGL c. 131 pertaining to hunting and fishing; MGL c. 45 pertaining to parks and playgrounds; MGL c. 44B pertaining to open space preservation funds and real

property restrictions; MGL c. 31 pertaining to inland fisheries and other natural resources; MGL c. 114 pertaining to management and financing of cemeteries; and 321 CMR pertaining to fisheries.

C. Director of Parks and Recreation Appointment. The Town Manager appoints the Director of Parks and Recreation.

D. Authorities and Responsibilities. The Director of Parks and Recreation provides centralized administration and management to the Parks and Recreation Department.

- (1) Recreation Management is responsible for the development and delivery of a variety of educational, social, and recreational services to the residents of Bridgewater. It serves to provide recreational facilities and playing fields to independent not-for-profit leagues, and is responsible for assessing the needs of the community in the development of renovated and new Town owned facilities. The major responsibility is to provide services in a manner that eliminates duplication of services, maximizes existing personnel resources, and utilizes a variety of volunteer programs to diversify the effectiveness of programming. It services the community's entire population.
- (2) Parks Management is responsible for providing oversight over the Town's almost 700 acres of natural parkland spread over six parks, and the Taunton and Town Rivers and their public watershed areas. It is also responsible for the coordination and supporting special events occurring in the various town owned properties. Parks also initiates and completes management plans for the Town's park properties, including the Common and surrounding park areas, and publicly accessible properties owned through the Conservation Commission. The Department delivers a variety of park maintenance services, and environmental educational services to the residents of Bridgewater. To accomplish its mission, a variety of volunteer working committees may be formed to accomplish specific tasks related to one or more of the various properties. The major responsibility is to provide services in a manner that eliminates duplication of services, maximizes existing personnel resources, and utilizes a variety of volunteer programs to create an attractive, sustainable parks system. It services the community's entire population.
- (3) Golf Course Management is responsible for the development and delivery of a variety of educational, social, and recreational programs for the residents of Bridgewater. The major responsibility is to provide services in a manner that eliminates duplication of services and maximizes existing personnel resources. It services the community's golfing population, and is run as an enterprise account. The users of the service pay for the operational needs and any related debt service. Golf Course Management is dedicated to operating and maintaining an attractive, affordable, and self-supporting public golf facility. The golf component is self-supporting through an enterprise account. It is responsible for all aspects of operating the golf course.
- (4) Fisheries Management is responsible for supporting the preservation of fisheries within and abutting the Town of Bridgewater. It coordinates Town and not-for-profit volunteer working committees' efforts to repair, replace and permit various fish ladders and stream and pond restocking efforts. The major responsibility is to provide support in a manner that eliminates duplication of services and maximizes existing personnel resources.
- (5) Cemetery Management is responsible for preserving and supporting the cemeteries under the Town's control, including showing and selling burial lots, coordinating grounds keeping with the DPW, readying grounds for Memorial Day and Veterans Day events, arranging interments, preserving and protecting grave markers, and assisting the general public and visitors. Cemetery Management works with funeral directors, families, relatives, and the Town's Veteran's Agent, in coordination of burials, sales of lots, foundation and monument installations and genealogical research.

E. Interrelationships.

- (1) Town Manager. The Department interacts with the Town Manager for the purpose of program approval, rate setting, budgeting, expenditure, grant assistance, as well as scheduling of facility use and coordination.

- (2) Other departments. The Department interacts with the Department of Public Works on a regular basis to prepare, maintain, and improve facilities and grounds. Work order requests are utilized. The Parks and Recreation Director and Public Works Director meet to review facilities management issues. Police Department interaction takes place in scheduling of recreation programs, special details, patrols and coordination of recreational services with public safety concerns. The Director of Park and Recreation meets periodically with the Chief of Police and the Fire Chief to review public safety and coordination issues. The Department interacts with the Conservation Department to coordinate management plans for Conservation owned properties, and with other departments in relation to land use for passive and active recreation. The Department interacts with the School Department concerning utilization of school gyms, fields, and coordination of special activities with the Regional School District; and scheduling activities for the athletic fields.
- (3) Multiple-member bodies. Parks and Recreation provides support to the Parks and Recreation Commission, the Golf Committee, and the Fisheries Committee by implementing the policies of these committees through the promulgation of rules and regulations that are subject to approval by the Town Manager. Parks and Recreation coordinates the efforts of the Veterans Council to provide suitable decoration of Cemetery properties on Memorial Day and Veterans Day.

Section 15. Police

The Police Department provides police services to all people within the Town with respect, fairness and compassion. The Department is under the administrative and operational control of the Chief of Police. The Police Department is part of the Operational branch.

- A. Mission. The Department's mission is to work in partnership with the community to enhance the quality of life, guarantee Constitutional Rights, enforce the law, preserve the peace, reduce fear, and provide a safe environment, while maintaining the highest standards of honesty and integrity to ensure the public's confidence. The Department seeks to enhance the Town's quality of life by investigating problems and incidents, seeking solutions and fostering a sense of security in individuals and the Town. The Department is dedicated to providing a quality work environment and the development of its members through effective training and leadership. The Department also seeks to maximize survival of persons and preservation of property in the Town in the event of a natural or man-made disaster by effective pre-planning and by making use of all manpower, equipment, available shelter protection and other resources during an actual emergency.
- B. Authorities and responsibilities.
 - (1) The Department acts pursuant to the authorities vested to Police Departments under MGL c. 41, §§ 97A and 98, as well as c. 31, as it concerns civil service. The Department is a full-service Department which is responsible for all law enforcement within the jurisdiction of the Town of Bridgewater. It conducts public relations with the media and public, and operates the following departmental activities: patrol, detective, records, identification, prosecution, animal control, auxiliary police, parking enforcement, and ancillary services. It establishes procedures for recruitment, selection and training of all personnel to effectively maintain the public peace, safety and order through a variety of functions and activities.
- C. Interrelationships.
 - (1) Town Manager. The Department has extensive interaction with the Town Manager.
 - (2) Other departments. Interaction with most municipal departments and Bridgewater schools, including the Bridgewater-Raynham Regional High School, for a variety of reasons. Particular interaction exists with Public Works, Information Technology, Legal, and the Regional School District. Other agency involvement includes most federal, state and regional law enforcement organizations.

Section 16. Fire and EMS

The Fire Department provides fire safety and emergency medical services to the residents of Bridgewater. The Department also functions as the Emergency Preparedness Department, consistent with the Acts of 1950, Chapter 639, § 13, as amended. The Department is responsible for coordinating and preplanning all disaster emergency functions and services within the Town amongst all municipal and non-municipal agencies and departments on behalf of the Town Manager. The Department, in fulfilling this role, provides assistance to the Town Manager in a declared disaster emergency, and in further accordance with the Town's Emergency Operations Plan. The Fire Chief serves as the Director in this regard. The Fire Department is part of the Operational branch.

- A. Mission. The mission of the Fire Department is to protect the community from the loss of life, fires, medical emergencies, hazardous incidents, and other disasters; to save lives by providing advanced life support medical services; to prevent fires through prevention, suppression, and education; to plan and prepare for natural and man-made disasters; and to provide a work environment that values cultural diversity and is free of harassment and discrimination. We will actively participate in our community, serve as role models, and strive to use all of the necessary resources available and at our command to provide a service deemed excellent by our citizens.
- B. Authority and Responsibilities. The Department acts pursuant to the authorities vested to Fire Departments through MGL c. 148. The Department is a full-service Department which is responsible for all fires, natural and man-made emergencies, and emergency medical responses within the jurisdiction of the Town of Bridgewater. It conducts public relations with the media and public, and operates the following departmental activities: fire, emergency medical, emergency preparedness and operations, and ancillary services. It establishes procedures for recruitment, selection and training of all personnel.
- C. Interrelationships.
 - (1) Town Manager. The Department has extensive interaction with the Town Manager.
 - (2) Other Departments. Interaction with most municipal departments and Bridgewater schools, including the Bridgewater-Raynham Regional High School, for a variety of reasons. Particular interaction exists with Public Works, Information Technology, the Regional School District, Bridgewater State University, and the MA Department of Corrections. Other agency involvement includes many federal, state and regional emergency management organizations.



Bridgewater Town Council

In Town Council, Tuesday, December 22, 2015

Council Ordinance: D-2015-009

Proposed Amendments

Introduced By:	Councilor Sandra Wright and Councilor Kevin Perry
Date Introduced:	October 20, 2015
First Reading:	October 20, 2015
Second Reading:	December 22, 2015
Amendments Adopted:	
Date Adopted:	
Date Effective:	

Proposed Ordinance D-2015-009

ZONING AMENDMENT: MANUFACTURED HOME ELDERLY COMMUNITY DISTRICT

ORDERED that pursuant to M.G.L., Chapter 40A, Section 5; the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled vote to amend the Bridgewater Zoning Bylaws, as follows:

Manufactured Home Elderly Community District

9.71 Purpose

The purpose of this section is to provide for the construction, erection, placement and regulation of manufactured homes for residents within manufactured housing communities under M.G.L. ch. 140, Sections 32A et seq. (hereinafter "Park" or "Manufactured Housing Community"), who are defined as elderly (meaning each resident is at least 55 years of age or otherwise permitted within the Park under Massachusetts or federal law) and which such retirement community shall be no less than fifty (50) acres in size provided that (1) the approval of a preliminary plan by the Planning Board; and (2) the issuance of a special permit by the Planning Board in accord with procedures set forth herein. A Special Permit issued here under is and must be issued for authorization.

It is intended of this district that they will have manufactured homes placed on individual sites, which sites shall be on frontage on private ways. Approval of the Planning Board will be required as set forth in the Rules and Regulations governing the sub-division of land for the Town of Bridgewater, unless provisions are waived or otherwise modified, as herein provided or otherwise provided by law including approval of street, utility and drainage systems, whether or not the subject proposal constitutes a subdivision as defined in M.G.L. Chapter 41 S 81L.

9.72 Definitions

For the purposes of this section and wherever the same may appear elsewhere in this ~~By~~ law Ordinance, the following words and terms as used herein shall have the meanings or limitations of meanings herein defined, explained or assigned.

9.721 Manufactured Housing Elderly Community (or Manufactured Housing Community): a self-contained retirement community constructed expressly for and specifically limited to use and residency by elderly persons who have achieved a minimum age requirement for residency of at least fifty-five (55) years (unless an exception is permitted under Massachusetts or federal Law) which such retirement community shall be constructed on no less than fifty (50) acres of land and at all times held under single ownership. Such retirement community shall have been planned and improved for the placement of Manufactured Homes for non-transient use and shall be designed to accommodate three (3) or more Manufactured Homes as hereinafter defined.

9.722 Manufactured Home: A dwelling unit built on a chassis and containing complete electrical, plumbing and sanitary facilities, and designed to be installed on a temporary or permanent foundation for permanent living quarters. The size of the manufactured home shall be a minimum of 28' in width and 40' in length. The definition of Manufactured Home herein shall specifically exclude Trailer as hereinafter defined in 9.724.

9.723 Manufactured Home Site: A designated area of land within a Manufactured Housing Community for the placement of a single manufactured home for the exclusive use of its occupants.

9.724 Trailer: The following for the purposes of these regulations shall be considered a trailer and not permitted in or within a Manufactured Home Elderly Community.

9.7241 Travel Trailer: A vehicular, portable structure built on a chassis, designed as a temporary dwelling for travel, recreation, or vacation, having a body width not exceeding 8 feet, and a body length not to exceed 32 feet.

9.7242 Pick Up Coach: A structure to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, or vacation.

9.7243 Motor Homes: A portable, temporary dwelling to be used for travel, recreation, or vacation, constructed as an integral part of self-propelled vehicle.

9.7244 Camping Trailer: A folding structure, mounted on wheels and designed for travel, recreation, and vacation use.

9.725 ~~Mobile~~ Manufactured Home Pad: A Manufactured Home Pad shall be considered as that part of the Manufactured Home Site which is reserved for the Manufactured Home.

9.726 Community Building: A building solely for the use of the residents of the Manufactured Housing Community and their guests containing TV room, card room sewing room, library, pool tables, kitchen, laundry, emergency toilet, ~~lavatory~~ lavatory, and bathing facilities for men and women, etc. Community buildings and other community facilities shall be designed in accord with the most recent Massachusetts standards for accessibility for the handicapped.

9.727 Person: The word "person" shall include individuals, corporation, owners, lessees, licensee, and agents for each of them.

9.728 Permittee: "Permittee" shall be deemed to be any person, firm, or corporation receiving a permit to conduct, operate, or maintain a ~~Mobile~~ Manufactured Home Elderly Community.

9.729 Resident, Tenant or Occupant: The term "Resident", "Tenant" or "Occupant" shall mean a person who has achieved a minimum age of at least fifty-five (55) years (except as permitted under Massachusetts or federal law) and as further defined in M.G.L. ch. 140 and the regulations promulgated thereto and as further defined in M.G.L. ch. 140, Section 32A et seq.

9.73 General Provisions

In a Manufactured Housing Elderly Community District, planned self-contained retirement communities constructed expressly and specifically limited to use, residence and occupancy by elderly persons who have achieved a minimum age requirement for such use, residency or occupancy of at least fifty-five (55) years (unless an exception is available under Massachusetts or federal law) shall be allowable by Special Permit subject to the following specific requirements and general guidelines and to this specific conditions set forth by the permit granting authority as it is the Special Permit granting authority applying those provisions. Any and all presently permitted and constructed Manufactured Housing Communities are hereby grandfathered for all purposes and provisions hereunder.

9.74 Procedure

9.741 A Preliminary Site Plan shall be submitted to the permitting granting authority, which shall within thirty (30) days submit its preliminary non-binding approval or disapproval and its preliminary recommendations to the permitting granting authority, the Board of Health, the Conservation Commission and Town Council ~~the Board of Selectmen~~.

9.742 An application for a Special Permit to develop a Manufactured Housing Elderly Community shall be submitted and received in a manner pursuant to the procedures set forth in Massachusetts General Laws, Chapter 40A, and all amendments thereto, as well as adherence to the Town's Zoning ~~By Law~~ Ordinances, and other requirement applicable in this Zoning Amendment and further that Special Permits shall only be issued following public hearings held within ninety (90) days after filing of an application.

9.743 A site planned and written plan in quintuplicate (5) shall be prepared for the whole tract of land and shall be submitted to the Town Clerk who shall distribute copies to the Planning Board, Board of Health and Conservation Commission or other board with permitting granting authority. These agencies shall review the site plan and application and shall report their findings and recommendations for approval or disapproval, together with reasons therefor and any additional requirements, to the Planning Board ~~of Appeals~~ within sixty (60) days of receipt of the application and plan.

9.744 The site plan submitted to the permit granting authority, shall include:

- (a) The name of the proposed development, north point, date, scale or legend;
- (b) The name of the record owner, applicant, architect, engineer and surveyor;
- (c) The names of all abutters as determined ~~form~~ from the most recent tax list;

- (d) Existing and proposed topography of the land at two foot contour intervals;
- (e) The existing and proposed lines of streets, ways and easements;
- (f) Proposed dedicated open space areas or other common areas;
- (g) Proposed lighting;
- (h) The proposed drainage systems including existing and man-made waterways and retention or detention areas on the property and on adjacent property, together with a map showing the project locus and adjacent land uses, circulation facilities, topography and drainage;
- (i) The names, location and width of adjacent streets;
- (j) The boundaries of any proposed site or building sites.
- (k) Location of fire alarm boxes and hydrants;
- (l) Computations used in designing storm drain system;
- (m) All existing and proposed building, structure, parking spaces, driveways, openings, private ways, service areas and open spaces;
- (n) Landscape features, including lawns, recreation areas, fences, walls and walks;
- (o) A drawing of proposed elevations with regard to exterior architecture of the proposed buildings; and
- (p) All other information required for Definitive Plans under Bridgewater Rules and Regulations Section III (B) (3) and any other information required by the [Planning Board of Appeals](#).

In addition to the foregoing the Applicant shall submit with the Site Plan a written description by a duly qualified engineer of existing hydrogeologic conditions and how the proposed sewage disposal system and storm drainage system will impact existing hydrogeologic conditions.

9.745 The Site Plan may be altered between the date of filing and the date of decision.

9.75 Additional Requirements

Each Manufactured Housing Elderly Community shall conform to the following requirements:

- (1) Site Requirements: Minimum Manufactured Home site size shall be 7,000 square feet. All sewerage systems and water systems must be approved by the State and Local Board of Health. Each Manufactured Home Site is to have a minimum of sixty (60) feet of frontage. Adequate surface water drainage is to be provided for each Manufactured Home Site. There shall be a minimum clearance or twenty (20) feet between each manufactured home with a set back from way layout of twenty (20) feet.
- (2) A minimum of two (2) parking spaces shall be required for each Manufactured Home Site. Each parking space shall be an area not less than nine (9) feet wide by twenty (20) feet long and hard surfaced, together with a hard surfaced driveway connecting such parking space with the street.
- (3) All Manufactured Home Sites shall abut a layout of not less than 40 feet in width and have a 28 foot wide paved way. All ways within the community shall be well drained with an adequate gravel base of at least 18", with [23](#)" of base type 1 bituminous concrete and 1½" of type 1 bituminous concrete top. All ways shall be maintained in good condition. All ways shall be subject to the approval of the Highway Superintendent of the Town of Bridgewater.
- (4) No manufactured home site shall be located nearer than 200 feet from a Massachusetts state numbered highway. There shall be a green belt of a minimum of 30 feet abutting the perimeter of the community and which shall be placed no closer than 20 feet from the near edge of the perimeter, nor closer than 30 feet from the community perimeter, whichever is

greater. The green belt shall remain undisturbed, except by written permission of the applicable permitting authority.

- (5) Electricity: Each Manufactured Home Site shall be provided with an approved underground electrical connection specifically metered. All electrical, telephone, and TV cable lines throughout the park shall be of an approved underground system. All provisions of the State Electrical Code will be strictly adhered to.
- (6) Street Lights: illumination may be provided by lighted post lanterns adjacent to the way associated with each Site.
- (7) No occupied travel trailer, pick-up-coach, motor home, or other like vehicle shall be permitted in a Manufactured Housing Elderly Community.
- (8) No Manufactured Home within the Manufactured Housing Community shall comply with current HUD standards.
- (9) Each building and Manufactured Home Site and Manufactured Home Pad shall be an element of overall plan for site development.
- (10) Where possible manufactured home pads shall be oriented with respect to scenic views, natural landscape features, topography, and natural drainage areas. Development proposals shall include a landscape program ~~ed~~ to illustrate the proposed treatment of space, ways, paths, service and parking areas. Screening devices shall not impair pedestrian or vehicular safety.
- (11) All utilities shall be installed underground wherever possible. All transformer boxes, substations, pumping station, and meters shall be located and designed so as not to be unsightly or hazardous to the public. Individual water metering for manufactured homes may be provided ~~such as are existing at High Ponds Estates~~ based upon appropriate Town of Bridgewater ~~Water Department~~ approval.
- (12) Residual open space within the allowable density limits shall be allocated to the recreational amenity and environmental enhancement of the Manufactured Housing Elderly Community shall be designed as such on the site plan for the proposed development.
- (13) After approval of a proposed Manufactured Housing Elderly Community there shall be no further subdivision of land within the proposed development which shall increase the allowable density.
- (14) Manufactured Homes shall not have exterior radio, television, or electronic or electrical device for entertainment or communication unless such device is the smallest applicable one on the market for sale and use for such purposes and is located with a location on the rear of the Manufactured Home or is not able to locate it there, obscured and hidden by devices and structures intended to allow such device to blend into the site (e.g. decorative hollow rock structures that are constructed for such purposes). Residents may install satellite dishes no larger than that allowed by current F.C.C. regulations, as long as they obtain prior written approval of the owner/operator, which approval shall not be unreasonably withheld or delayed to insure that such satellite dish is installed with respect for the safety and view of neighbors and to the same extent as provided, herein, hidden or disguised (e.g. decorative rocks or fiberglass units meant to hide the satellite for aesthetic purposes) so as to blend into the site.
- (15) Hitches, wheels, axels or other like appurtenances to the Manufactured Home shall be removed by the Permittee. One or more access hatches must be provided through the skirting, but shall be located only in the rear or side(s) of the Manufactured Home. Skirting material will be either the same material as the Manufactured Home siding or an

impregnated or treated wood siding, or masonry or aluminum as determined by the Permittee consistent with other such materials used in the Manufactured Housing Community.

- (16) All sheds in Manufactured Housing Community shall be limited to 8' by 10' (8 feet by 10 feet) and shall be sited in the most inconspicuous location on the Manufactured Home Site. ~~To recognize what is presently existing in the Town of Bridgewater, the Manufactured Housing Community commonly known as High Pond Estates provides that each such Manufactured Home Site includes a 8' by 10' shed for the storage of goods, while the Manufactured Housing Community commonly referred to as Stone Meadow does not include such outdoor sheds and such sheds are prohibited given that each such Manufactured Home Site contains and is improved by a garage~~ Where garages are associated with a manufactured home, no such sheds shall be permitted.
- (17) No permanent additions, by way of example including but not limited to enclosures or rooms shall be added to any manufactured home without proper plans approved by the Permittee and if necessary, by the appropriate permit granting authority. Open porches with awnings and removable skirting may be installed. All structures must conform to the Town's building code and must be approved and permitted in writing by the building department prior to construction.
- (18) A one-family dwelling may be permitted on the site, provided further, that such dwelling complies with the building requirements of the Town of Bridgewater, MA. A portion of such dwelling may be utilized for the management offices.
- (19) The Manufactured Housing Elderly Community shall conform to all the requirements for a self-contained retirement community contained in Massachusetts General Laws, Chapter 151B, Section 5, Subsection 8, together with any amendments thereto including a minimum park site of fifty (50) acres.

9.76 Responsibilities of Manufactured Housing Elderly Community Permittee

- 9.761 A Permittee shall operate a Manufactured Housing Elderly Community in compliance with all regulations, and shall provide adequate supervision to maintain the Park, its facilities and equipment in good order and in clean and sanitary condition.
- 9.762 The sale of manufactured homes by the Permittee for placement within the Manufactured Housing Elderly Community may be accomplished only if there is a free and available manufactured home site in the Manufactured Housing Community on which such Manufactured Homes shall be placed. No Manufactured Homes shall be allowed unless they are placed on Manufactured Home Sites for future residence.
- 9.763 All ways in the Manufactured Housing Elderly Community shall be maintained by the Permittee. They shall be kept passable and in good condition at all times. Snow removal and sanding shall be done by the Permittee at its expense.
- 9.764 The Permittee shall insure compliance by all tenants with these Rules and Regulations and all Community Rules and Regulations.

9.77

- (1) All residents of the Manufactured Housing Elderly Community or occupants of any Manufactured Home must be 55 years of age or over (except as provided under Massachusetts or federal law).

- (2) No pets are permitted within the Park.
- (3) Up to three residents will be approved for each Manufactured Home (age 55 or older), provided that such parties must be related in a manner recognized by Massachusetts law. Guests must register with the Permittee and may not stay for more than two weeks.
- (4) Television, radio, stereo and music must be kept at a moderate listening level. Original landscaping will be done by the management. Flowers, shrubs or other land improvements may be done by the tenant but cannot be removed if vacated. Additions of awnings, accessories, or digging must be approved by the management. No fences may be erected. All manufactured home sites must be kept orderly, grass cut and trimmed.
- (5) Outdoor drying of laundry may be done only in area designated and provided therefore and approved by Permittee.
- (6) Repairing cars in the Manufactured Housing Elderly Community is prohibited, and cars dripping gas or oil must be fixed. No parking of uninsured vehicles or trailers of any description will be allowed on the Manufactured H site or within the Park.
- (7) An individual mail box in a central mailbox location approved by the U.S. Post office must be provided for each such Resident.
- (8) Visitors must be accompanied by a tenant, and the tenant shall be responsible for their guests.
- (9) The posted speed limit within the park must be maintained, such speed limit shall not exceed 15 MPH.
- (10) Posting of "For Sale" signs in the windows is permitted provided that such sign does not exceed 12" by 18"; all other "for sale" signs are prohibited.
- (11) Tenants may not ~~sub~~-lease their ~~manufactured~~ Manufactured Homes.
- (12) Solicitors or peddlers will not be allowed in the Park.
- (13) Each resident must submit to the Permittee, a birth certificate duly authenticated specifying his/her true and accurate date of birth.
- (14) The permit granting authority(s) reserves the right to inspect the Manufactured Housing Elderly Community to insure adherence to the above rules and regulations.
- (15) Rules and regulations for the Manufactured Housing Elderly Community shall be submitted annually to the Board of Health as required under Massachusetts law.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• Referred to Community & Economic Development Committee • Referred to Planning Board. • Duly advertised for a public hearing held 11/16/15, then continued to 12/7/15. • Requires advertising pending adoption of any amendments.	• 12/7/15: Vote 2-0 to recommend acceptance with amendments. • 12/7/15: Vote recommend acceptance with amendments.



Bridgewater Town Council

In Town Council, Tuesday, December 8, 2015

Council Ordinance: D-2015-010

Introduced By: Councilor William Wood
Date Introduced: October 20, 2015
First Reading: October 20, 2015
Second Reading: December 8, 2015
Third Reading: December 22, 2015
Amendments Adopted:
Date Adopted:
Date Effective:

Proposed Ordinance D-2015-010

ZONING BYLAW AMENDMENT: Parking Requirements

ORDERED that pursuant to M.G.L., Chapter 40A, Section 5; the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled vote to amend the Bridgewater Zoning Bylaw, 10.60 Off Street Parking and 6.30 (Table of Use Regulations) as follows:

SECTION 2. DEFINITIONS

ADD:

Bank Teller and ATM Kiosks

A building whose principal use is a stand-alone drive through bank teller kiosk and/or walk up or drive-through stand-alone ATM kiosk whether or not the kiosk is ancillary to an adjacent principal retail bank or financial institution.

Fast Food and Ice Cream Stands

An establishment whose principal business is the sale of pre-prepared or rapidly prepared food or ice cream for sale directly to the customer in a ready to consume state for consumption either within the restaurant building, in the parking lot, or off premises and generally requiring ordering food at a counter with no interior seated dining area.

6.30 – TABLE of USES

ADD:

E	RETAIL, BUSINESS AND CONSUMER SERVICE ESTABLISHMENTS	RES A/B	RES C	RES D	CBD	SBD	BUS B	GATEWAY	E. GATE WAY	IND A	IND B	IND E	PD	M HE C
17	Fast Food and Ice Cream Stands	N	N	N	Y	Y	Y	N	N	Y	Y	N	Y	N
18	Bank Teller and ATM Kiosks	N	N	N	Y	Y	Y	N	N	Y	Y	Y	Y	N

NOT FOR ACTION: REQUIRES ADVERTISING PENDING ANY AMENDMENTS.

10.60 TABLE of OFF-STREET PARKING STANDARDS

ADD:

PRINCIPAL USE	NUMBER OF SPACES
Mortuary, Undertaking or Funeral Establishments	1 space per 3 persons of maximum occupancy, plus 1 space for each 200 square feet of gross floor area; plus 1 space for each funeral vehicle regularly used or stored on site.
Fast Food and Ice Cream Stands	1 space per 75 square feet of gross floor area plus one space per employee.
Bank Teller and ATM Kiosks	3 spaces for any stand-alone walk up ATM kiosk. 1 space per on-site employee plus 4 stacked spaces per lane for any stand-alone, drive through ATM or bank teller kiosk vehicle for queuing without utilization of the public right of way.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
- Referred to Community & Economic Development Committee - Referred to Planning Board. - Duly advertised for a public hearing held 11/16/15. - Requires advertising pending any amendments. 12/8/15: Postponed to 12/22/15	11/16/15: Vote 1-1 11/16/15: Vote 4-1to recommend acceptance.



Bridgewater Town Council

In Town Council, Tuesday, December 22, 2015

Council Ordinance: D-2015-011

Proposed Amendments

Introduced By: Councilor John Norris

Date Introduced: November 3, 2015

First Reading: November 3, 2015

Second Reading: December 22, 2015

Amendments Adopted:

Date Adopted:

Date Effective:

Proposed Ordinance D-2015-011

AMEND ORDINANCE #D-2015-001: ENFORCEMENT ORDINANCE – CANINE CONTROL

WHEREAS, the Town Council created Ordinance D-2015-001 to replace provisions of the Bridgewater General Bylaws, Article XXXIII, Dog Bylaw, and Article XXI, Dog Lease Law, and;

WHEREAS, the new ordinance eliminated the requirement that the canine owner renewal licensee receive a written delinquency notice, and;

WHEREAS, the Town website carried conflicting information regarding licensing and the sending of delinquency notices, and;

WHEREAS, many resident canine owners expected to receive delinquency notifications but did not, and thereby failed to remember to license their canines;

NOW, therefore, the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled vote to do the following:

Amend Ordinance D-2015-001, Enforcement Ordinance-Canine Control, Section 4, Licensing, paragraph F., Fees, to read as follows:

F. Fees.

1. Annual license fees. Letters will be sent to delinquent dog owner or keeper during August each year notifying them that the dog has not been licensed and a late fee will be charged if not licensed on or before September 1st. ***Annual licenses shall be for the period July 1 through June 30***~~and shall be due on or before September 1.~~ The annual license fees are as follows:

Prior to September 1:

a. female: \$20

b. spayed female: \$15

- c. male: \$20
- d. neutered male: \$15
- September 1 or after:
 - a. Female: \$30
 - b. Spayed Female: \$25
 - c. Male: \$30
 - d. Neutered male: \$25

To be charged the lower fee for licensing a spayed or neutered dog, the license applicant must provide proof of spay or neuter in the form of either: (a) a certificate from the veterinarian who spayed or neutered the dog; (b) a veterinary bill for performing the procedure; or (c) a statement signed under the penalties of perjury by a veterinarian registered and practicing in the Commonwealth describing the dog and stating that the veterinarian has examined the dog and that the dog appears to be spayed or neutered and therefore incapable of propagation.

~~In addition to other information required to be collected, the Town Clerk shall collect mailing addresses, e-mail addresses, and cell phone numbers of the license applicant, and shall develop a system to use that information to send annual licensing reminders~~ invoices to annual license holders ~~applicants by mail in July, or e-mail at least thirty (30) days prior to the payment due date, all as determined by the Town Clerk.~~

2. Failure to comply; penalties.

Failure to comply with this section shall result in a fine of up to \$250 assessed to the owner or person in control of the dog under the following conditions:

- a. the dog is unlicensed; and
- b. the Police Department, the Health Agent, or the Animal Control Officer responds to a complaint or a stray dog report concerning the animal.

Failure to comply with this section shall result in a fine of up to \$350 assessed to the owner or person in control of the dog under the following conditions:

- a. the dog is unlicensed; and
- b. the Police Department, the Health Agent, or the Animal Control Officer responds to a complaint or a stray dog report concerning the animal;
- and
- c. the dog has not received a rabies vaccine pursuant to Section 4.B.1.

~~a. Failure to comply with this section on or before September 1 if a renewal, or 45 days after the obligation to first license, shall be punishable by a fine of \$50. Failure to comply with this section within one year of the renewal or licensing date shall be punishable by an additional fine of \$200. These fines shall be in addition to the annual license fee any other applicable penalty provided for in this ordinance.~~

3. Waiver of fees.

- a. Service animal. No fee shall be charged for the licensure of a service animal as defined by the Americans with Disabilities Act or regulations promulgated thereunder.

b. Owner aged 70 and over. If the Town so votes in accordance with MGL c. 140, section 139(c), no fee shall be charged for the licensure of a dog owned by a person aged 70 years and older.

4. **Removal from list** - No refund of fees. No license fee paid under this section shall be refunded, in whole or in part, due to mistake or due to the subsequent death, loss, spay or neuter, removal from the Town or the Commonwealth, or other disposal of the licensed dog. ***At any time during the annual license period that the licensed dog dies, is removed from Town, or is otherwise not subject to licensing under this section, the licensee may notify the Town Clerk, and the Town Clerk shall remove the dog from the list of licensed canines. The Town Clerk may require proof that the dog no longer is subject to licensure in the Town prior to removing it from the list.***

And further, to authorize the Town Clerk to develop a program to discount the FY2017 renewal fee for those who paid a penalty for late licensing in FY2016, and;

Further, to authorize the Municipal Hearing Officer to reduce the FY2016 late fee if justified by written or oral testimony.