



Town of Bridgewater
Budget & Finance Committee

October 25, 2022

6:00 PM

Academy Building

66 Central Square

Conference Room 201A

MEETING AGENDA

- A. Call to Order**
- B. Approval of Meeting Minutes**
 - a) October 11, 2022 Meeting Minutes
- C. Public Comment**
- D. Legislation Referred**
 - a) Order O-FY23-023: Acceptance of MEMA Grant
 - b) Order O-FY23-024: Transfer Order - Prior Fiscal Year Bill
 - c) Order O-FY23-025: Transfer Order - Contractual Buyouts
 - d) Order O-FY23-020: Town Clerk Election Stipend
- E. Public Comment**
- F. Adjournment of Meeting**



Town of Bridgewater **Budget & Finance Committee**

October 11, 2022

6:00 PM

MEETING MINUTES

A. Call to Order

Councilor Gallagher called the meeting to order at 6:06pm. The meeting took place in Conference Room 201A at the Town Offices.

Committee Members Present:

Councilor Wood and Councilor Gallagher.

Also in attendance was Assistant Town Manager Kimberly Williams.

Committee Members Absent:

Councilor George

B. Approval of Meeting Minutes

- a) September 13, 2022 Meeting Minutes

Councilor Wood made a motion to approve the meeting minutes from September 13, 2022 which was duly seconded by Councilor Gallagher.

Roll-call vote was taken with the results recorded as follows: George – Absent; Gallagher – Yea; Wood – Yea. The motion passed 2-0.

C. Public Comment

- Marilee Hunt, Austin Street – Spoke regarding Order O-FY23-020 Town Clerk Election Stipend. Salary was cut by 50% when elected. Does not want it to happen to the next Town Clerk. Not a part-time job. Does not take benefits just paid time off.

D. Legislation Referred

- a) Order O-FY23-009 Acceptance of Gift Funding

Councilor Wood made a motion to approve Order O-FY23-009 which was duly seconded by Councilor Gallagher.

Roll-call vote was taken with the results recorded as follows: George – Absent; Gallagher – Yea; Wood – Yea. The motion passed 2-0.

b) Order O-FY23-010: Acceptance of Gift COA

Councilor Wood made a motion to approve Order O-FY23-010 which was duly seconded by Councilor Gallagher.

Roll-call vote was taken with the results recorded as follows: George – Absent; Gallagher – Yea; Wood – Yea. The motion passed 2-0.

c) Order O-FY23-011 Acceptance of AFG Grants

Assistant Town Manager Williams noted that this grant was for advanced training and equipment.

Councilor Wood made a motion to approve Order O-FY23-011 which was duly seconded by Councilor Gallagher.

Roll-call vote was taken with the results recorded as follows: George – Absent; Gallagher – Yea; Wood – Yea. The motion passed 2-0.

d) Order O-FY23-014: General Fund Free Cash Allocation to Trust Funds

Councilor Gallagher noted that this was employee buyouts for sick vacation. Thought newer employees do not have that benefit. Councilor Wood asked that the Free Cash Policy be reviewed. Councilor Chase noted that it would be made an agenda item close to budget season.

Councilor Wood made a motion to approve Order O-FY23-014 which was duly seconded by Councilor Gallagher.

Roll-call vote was taken with the results recorded as follows: George – Absent; Gallagher – Yea; Wood – Yea. The motion passed 2-0.

e) Order O-FY23-015: Water & Sewer Enterprise Fund Equipment Transfers

Councilor Wood noted that in the future he would like two separate orders if there are two separate Enterprise funds being used.

Councilor Wood made a motion to approve Order O-FY23-015 which was duly seconded by Councilor Gallagher.

Roll-call vote was taken with the results recorded as follows: George – Absent; Gallagher – Yea; Wood – Yea. The motion passed 2-0.

f) Order O-FY23-016: Acceptance of Assistance to Firefighter Grant

Councilor Wood made a motion to approve Order O-FY23-016 which was duly seconded by Councilor Gallagher.

Roll-call vote was taken with the results recorded as follows: George – Absent; Gallagher – Yea; Wood – Yea. The motion passed 2-0.

g) Order O-FY23-017: Acceptance of Elder Services Grant

Councilor Wood made a motion to approve Order O-FY23-017 which was duly seconded by Councilor Gallagher.

Roll-call vote was taken with the results recorded as follows: George – Absent; Gallagher – Yea; Wood –

Yea. The motion passed 2-0.

h) Order O-FY23-018: Acceptance of Elder Services Gift

Councilor Wood made a motion to approve Order O-FY23-018 which was duly seconded by Councilor Gallagher.

Roll-call vote was taken with the results recorded as follows: George – Absent; Gallagher – Yea; Wood – Yea. The motion passed 2-0.

i) Order O-FY23-020: Town Clerk Election Stipend

Councilor Gallagher noted that this order is about adjusting the Town Clerk's salary. Will be attending the FinCom meeting next week to discuss. Stipend issue has been resolved, this is to review and consider the salary. Will do an analysis of increases since 2015. Will keep this order as a standing item on every agenda.

E. Public Comment

- Carlton Hunt, Austin Street – Noted that the Tree Committee being formed should be administrative. Also, have spent many hours helping Town Clerk, may not have that with new Town Clerk.
- Marilee Hunt, Austin Street – Noted that costs of elections has increased because of the changes with voting.

F. Adjournment of Meeting

Councilor Wood made a motion to Adjourn which was duly seconded by Councilor Gallagher.

Roll-call vote was taken with the results recorded as follows: George – Absent; Gallagher – Yea; Wood – Yea. The motion passed 2-0.

Meeting adjourned at 6:46p.m.



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 10/11/2022
First Reading: 10/11/2022
Second Reading: 10/25/2022
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-023: Acceptance of MEMA Grant

ORDERED, that the Town Council assembled vote to

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

“An officer ... of any city or town ... may accept grants or gifts of funds from ... from the commonwealth ... or an agency thereof, ... and may expend such funds for the purposes of such grant or gift ... with the approval of the city manager and city council...;” and

WHEREAS: The Town of Bridgewater has received an Emergency Management Performance Subgrant for Emergency Backup Power for Shelters. Now, therefore, in accordance with Chapter 44, §53A of the Massachusetts General Laws, the Town Council votes to take the following action:

ORDERED that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to accept the MEMA (MA Emergency Management Agency) grant of \$50,000 to expend the grant in accordance with stated purpose thereof.

Explanation:

The Emergency Management Performance Grant (EMPG) provides funds to assist local governments with emergency management departments in preparing for all hazards and to obtain the resources required to support FEMA's National Preparedness Goal's Mission Areas and Core Capabilities. Funds are be used to support local and/or regional emergency management activities, in this case, to sustain local/regional emergency shelter operations in the event of a power outage.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
-------------	----------------

VOICE VOTE - REQUIRES MAJORITY OF THOSE PRESENT AND VOTING

• Budget and Finance	• 10/25/22: Meeting prior to Town Council meeting.
• Finance Committee	• 10/19/22: Voted 7-0 to recommend.

- Attachments:
1. Order O-FY23-023 Attachment EMPG NOFO-Shelter Generator Comp Subgrant 10.05.22

Federal Fiscal Year 2021
Department of Homeland Security, Federal Emergency Management Agency
Emergency Management Performance Grant

Massachusetts Emergency Management Agency
Emergency Backup Power for Shelters Competitive Subgrant

Overview and Purpose

The Emergency Management Performance Grant (EMPG) provides funds to assist local and tribal governments with emergency management departments in preparing for all hazards and to obtain the resources required to support FEMA's National Preparedness Goal's Mission Areas and Core Capabilities. Funds may be used to support local and/or regional emergency management activities.

Cost Sharing and Match

The EMPG program has a dollar-for-dollar cost-share requirement which can deter or prohibit smaller agencies from applying for funding. To ensure an equitable opportunity for funding through this special competitive subgrant, MEMA will cover the cost share/match requirement so that there is no match requirement for the subrecipients.

Funding Availability

Funding for this NOFO comes from the FFY 2021 EMPG (Federal Award # EMB-2021-EP-00002) and FFY 2021 EMPG-ARPA (Federal Award # EMB-2021-EP-00005) awards to MEMA; total EMPG Federal Award amount \$7,071,260 and total EMPG-ARPA Federal Award amount \$1,991,905; Federal Period of Performance for both grants; October 1, 2020, through September 30, 2023; CFDA # 97.042.

MEMA has allocated a total of \$360,000 to be awarded on a competitive basis to fulfil the following pre-identified gap: ***Sustain local and regional emergency shelter operations in the event of a power outage.***

Towns, Cities, and Tribes are encouraged to apply for funding thru this complete process to purchase and install emergency backup power for regional or single community/tribal emergency shelters to ensure emergency shelter operations can be sustained during a power outage.

Funding is capped at \$50,000 per project. Funding can be used for the purchase of generator, wiring, transfer switch, or any combination including re-wiring for an existing generator for the sole purpose of emergency shelter operations. Subrecipients will be responsible for all cost overruns above and beyond award amounts ongoing equipment maintenance following the completion of the projects.

This is a reimbursement subgrant. Communities selected for funding will be required to pay for all purchases and services then submit for reimbursement when completed.

Communities will be responsible for ensuring compliance with [2 CFR 200.318 General procurement standards](#), securing required permits, and complying with federal, state and local construction-related codes and regulations.

Definitions

For reference purposes only, MEMA's definition of a local and regional shelter is provided below.

- **Local Emergency Shelter:** is a facility that provides overnight, temporary shelter and services including full dietary services, dormitory, and other basic services and supports for a single community in the event of an emergency or disaster.

- **Regional Emergency Shelter:** also known as a multi-community shelter, is a facility that provides overnight, temporary shelter and services including full dietary services, dormitory, and other basic supports and services for multiple communities in the event of an emergency or disaster. A regional emergency shelter is formed when two or more communities come together and provide shelter services for multiple communities with signed memorandum of understanding (MOU)/memorandum of agreement (MOA) to form shelters that support multiple local communities and share costs/resources.

Eligibility

To be considered for funding, the Towns, Cities, or Tribes must meet the following criteria:

- The facility, both interior and exterior, must be accessible to people with disabilities meaning that the facility complies with the most current ADA Architectural Guidelines. Planned temporary modifications are acceptable for compliance purposes.
- Back-up generator power will provide electric power to support emergency shelter operations, including but not limited to heat, hot water, and charging stations for those seeking shelter.
- If awarded, communities that do not have an emergency shelter plan in place will be required to develop a plan as a condition of their award.
- If facility is privately owned, *not owned by the community or other government agency*, there must be a current signed memorandum of understanding (MOU)/memorandum of agreement (MOA).

Community/tribal-owned shelter facilities will be allowed to install a generator on site. If the shelter facility is privately-owned (non-government) only a portable generator will be allowed for purchase for that facility and the installation of a transfer switch. Subrecipients will be the owner of all generators purchased through this subgrant and responsible for maintenance of the equipment. Community must agree to keep equipment in good working condition. Equipment costing \$5,000 or more, per unit, must be inventoried and tagged with the following statement: *"Purchased with funds provided by the U.S. Department of Homeland Security, Federal Emergency Management Agency FFY 2021, Emergency Management Performance Grant"*.

Application Briefings

MEMA will conduct virtual application briefings at the following dates/times. MEMA recommends that those communities/tribes considering applying attend at least one of the briefings. If you are unable to attend any of the briefings, please contact the EM Grants office at Em.Grants@mass.gov or by calling 508.820.2004 for one-on-one assistance.

Reasonable accommodations for people with disabilities are available upon request. To request an accommodation, please include a description of the accommodation you will need and your contact information. Please provide at least two weeks (14 days) advanced notice. Send an e-mail to Sara Parmenter, ADA Coordinator at Sara.L.Parmenter@mass.gov or call 508-820-2060.

Date	Time	Teams-Webinar Links	Call In	Conf ID
June 6, 2022	9:00 am	Click here to join the meeting	857.327.9245	629158424#
June 7, 2022	10:00 am	Click here to join the meeting	857.327.9245	987517432#
June 7, 2022	2:00 pm	Click here to join the meeting	857.327.9245	283381084#
June 9, 2022	11:00 am	Click here to join the meeting	857.327.9245	875251148#
June 9, 2022	3:00 pm	Click here to join the meeting	857.327.9245	949049508#

Environmental, Historical Preservation (EHP) Screening Form

Due to the nature of the projects, all communities/tribes that subrecipients will be required to complete FEMA's EHP Screening Form. For those projects that scored high enough to fund, MEMA will email a copy of

the EHP Screening Form to the subrecipient to complete and email back to the EM.Grants@mass.gov along with required photos no later than August 22, 2022.

Emergency Shelters and Americans with Disabilities Act (ADA) Compliance

According to the ADA Code of Federal Regulations, ADA compliance is necessary for any facility that provides public accommodation. As part of the application for this subgrant, applicants need to provide MEMA with an official letter from the town, in which the emergency shelter is located, to state that the facility is ADA complaint. For more information or questions about ADA compliance, as it pertains to your town or region's emergency shelter, please contact your local ADA Coordinator. A directory of ADA Coordinators can be found here [Municipal ADA Coordinators Listing](#).

If you need assistance with disability rights, reasonable accommodations, or issues related to equal access and opportunity please contact the Massachusetts Office on Disability (MOD), or visit their website at: <https://www.mass.gov/orgs/massachusetts-office-on-disability> In addition, the New England ADA Center, in partnership with the Institute for Human Centered Design, as developed the [ADA Checklist for Existing Facilities](#) (based on the 2010 ADA Design Standards) to determine the accessibility of a facility.

Facilities that do not meet the basic accessible features needed to support shelter clients with disabilities and applications submitted without an official letter from the town/city, or tribe, stating the facility is ADA complaint will be deemed ineligible and not considered for funding.

Scoring Criteria

MEMA will evaluate applications using the following criteria to rate and select competing applications.

Emergency Shelter Plan and Facility	Max Points
Emergency shelter plan	5
Conducted emergency shelter exercise / recently opened and operated emergency shelter	5
Emergency shelter accommodates needs of individuals with disabilities and other access and functional needs	10
Emergency Shelter facility is listed as a critical facility within your CEMP	10
Regional emergency shelter facility that includes four or more communities	10
Regional emergency shelter facility that includes three communities	8
Emergency shelter facility capacity to shelter over 300 clients	8
Regional emergency shelter plan/facility that includes two communities	6
Emergency shelter facility capacity to shelter 150-300 clients	6
Emergency shelter facility that accommodates 50 or more household pets on-site	10
Emergency Shelter facility capacity to shelter 50-149 clients	4
Emergency shelter facility that accommodates less than 50 household pets on-site	8

Communities with .75 SVI and greater			Max 10 points per community		
Attleboro	Barnstable	Boston	Brockton	Chelsea	Chicopee
Fall River	Fitchburg	Greenfield	Haverhill	Holyoke	Lawrence
Leominster	Lowell	Lynn	Malden	Milford	New Bedford
North Adams	Peabody	Pittsfield	Quincy	Revere	Salem
Southbridge	Springfield	Taunton	Webster	Worcester	

Emergency Shelters services/amenities	Max Points
Overnight dormitory	2
Accessibility Showers	2
Accessibility toilet stall / Bathrooms	2
Heat	2
Air conditioning	2
Hot water	2
Cold water	2
Charging stations available for clients (<i>electronic devices, medical equipment, etc.</i>)	2
Internet access for clients	2

Timeline

Activity	Date(s)
Release NOFO and application	May 19, 2022
Applicant briefings	June 6-10, 2022
Application and official facility ADA compliance letters due date	July 19, 2022
Application review period	July 25-29, 2022
Email EHPs Screening Form to highest score applicants	Aug 1, 2022
Completed EHP Screening Forms due date	Aug 22, 2022
FEMA's EHP review/approval	Aug-Oct 2022
Estimated contract period	Nov 2022 – June 2023

****Projects cannot begin before EM Grants Unit has issued a Notice to Proceed***

Application Submission Process

1. Completed applications and official ADA facility compliance letters must be emailed to EM.Grants@mass.gov not later than **July 19, 2022**.
2. EM Grants Unit will provide confirmation once your application has been received.
 - *Late applications and/or applications submitted without an official ADA facility compliance letter will be deemed ineligible and not considered for funding.*
3. Eligible applications will be reviewed and scored by a review panel
4. Those applications with the highest score will be emailed FEMA's EHP Screening Form (required for all projects)
5. EHP Screening forms must be completed and emailed back to EM.Grants@mass.gov not later than **August 1, 2022**.
6. MEMA will submit completed EHPs to FEMA for review and approval.
7. MEMA will begin the contracting process once EHPs have been submitted to FEMA
8. MEMA will finalize contracts and issue "Notice to Proceed" once FEMA's EHP approval letters have been received.
9. Anticipated contract period of performance is November 2022 thru June 2023.

For further assistance with this subgrant please contact the EM Grants Unit at EM.grants@mass.gov or call 508.820.2004



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 10/11/2022
First Reading: 10/11/2022
Second Reading: 10/25/2022
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-024: Transfer Order - Prior Fiscal Year Bill

ORDERED, that the Town Council assembled vote to

Pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate a Prior Fiscal Year Bill of \$582.06 in expense account # 01615013-523406 in the Town Clerk's FY23 Budget line of available funds.

Explanation:

Prior Fiscal Year Bill from FY2022 for Invoice 119695 12/21/21 to Country Press, Inc for Town Report 2020 Costs of \$582.06.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
Budget and Finance	10/25/22: Meeting prior to the Town Council meeting.
FinCom	10/19/22: Voted 7-0 to recommend.

Attachments: 1. Order O-FY23-024 Attachment FY2021 Town Clerk PY Bill for Order

VOICE VOTE - REQUIRES MAJORITY OF THOSE PRESENT AND VOTING

9/30/22

The Country Press, Inc.
P. O. Box 489
Middleborough, MA 02346-0489

Invoice

508-947-4485

info@countrypressinc.com

Date	Invoice #
12/21/21	119695

Bill To
Town Of Bridgewater 25 South Street Bridgewater, MA 02324

66 Central

Author	Terms	Ship Via	Customer PO#	ISBN#
		UPS		
Title	Description	Quantity	Cost	Amount
Town Report 2020	125 Books 160 Pages Delivery-Ground		527.28 54.78	527.28 54.78
Prior year Expense 01615013 - \$23406				
Balance Due		Total		
\$582.06		\$582.06		



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 10/11/2022
First Reading: 10/11/2022
Second Reading: 10/25/2022
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-025: Transfer Order - Contractual Buyouts

ORDERED, that the Town Council assembled vote to

Pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate and transfer \$414,108.00 from Employer's Liability Trust Fund to accounts as outlined:

<u>Source of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
EMPLOYEE LIABILITY TRUST FUND	80045-596100	TRANSFER TO GF	<u>\$414,108.00</u>
Total:			\$414,108.00
<u>Use of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
Salaries Police Dept	02105001-519005	Contractual Payout	\$15,242.00
Salaries -Library Sick/Vacation	06105001-519005	Contractual Payout	\$9,522.00
Salaries - Police Sick/Vacation	02105001-519005	Contractual Payout	\$298,875.00
Salaries - Fire Sick/Vacation	02205001-519005	Contractual Payout	<u>\$90,469.00</u>
Total			\$414,108.00

Explanation:
Contractual Buyouts for Retirements Fiscal Year 2023

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
-------------	----------------

VOICE VOTE - REQUIRES MAJORITY OF THOSE PRESENT AND VOTING

• Budget and Finance	• 10/25/22: Meeting prior to Town Council meeting
• FinCom	• 10/19/22: Voted 7-0 to recommend

Attachments: None



Bridgewater Town Council

Introduced By: Councilor Gallagher
Date Introduced: 9/27/2022
First Reading: 9/27/2022
Second Reading: 10/11/2022
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-020: Town Clerk Election Stipend

Review the current Town Clerk Salary and consider establishing a stipend for additional election work.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
Budget and Finance	10/11/22: Meeting prior to Town Council meeting.
Finance Committee	10/5/22:

Attachments: None