



Town of Bridgewater

Finance Committee

November 9, 2022

7:00 PM

The meeting will be held virtually via Zoom.

To attend via video, click on the link below:

<https://us06web.zoom.us/j/83680026453>

To attend via phone, dial: 1(646) 876-9923

Meeting ID: 836 800 264 53

MEETING AGENDA

Disclosure: Pursuant to Section 20 of Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, this meeting for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. There will be no in person attendance permitted. Citizens who wish to tune in to the meeting may do so via Zoom.

- A. Call to Order**
- B. Approval of Meeting Minutes**
 - a) October 19, 2022
- C. Public Comment**
- D. New Business**
 - a) Order O-FY23-026 Transfer Order - Town House Roof Project
 - b) Order O-FY23-027 FY2023 Classification Tax Allocation - Adoption of Residential Factor
 - c) Order O-FY23-028 Acceptance of Gift - BSU
 - d) Order O-FY23-029 General fund Transfer Order
 - e) Order O-FY23-030 Transfer Order - Sewer Enterprise Fund
- E. Old Business**
- F. Additional Items for Discussion**
- G. Adjournment of Meeting**

TOWN OF BRIDGEWATER

Finance Committee

Nathan Schofield, Chair
Eric Langone, Vice Chair
Julie Scleparis
Suzi Robinson
Christopher Blunt
MJ Spagone
Rigobert Noel
Lee Beane



Academy Building - 66 Central Square
Bridgewater, MA 02324

Bridgewater Finance Committee Minutes for the FinCom Meeting that Convened on October 19, 2022

Call to order: 7:00

Committee Members Present: Nathan Schofield, Julie Scleparis, Suzi Robinson, Christopher Blunt, Rigobert Noel, Lee Beane

Committee Members Not Present: Eric Langone, MJ Spagone

Guests in Attendance: Laurie Guerrini – Finance Department, Councilor Dennis Gallagher, Marilee Hunt – Town Clerk

Public Comment - None

Approval of Meeting Minutes – 10/5/2022

Christopher Blunt motioned to approve the meeting minutes from 10/5/2022 which was duly seconded. The motion was approved unanimously.

New Business

Order O-FY23-023 Acceptance of MEMA Grant

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 to 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.

Christopher Blunt motioned to recommend O-FY23-023 which was duly seconded. The motion was approved unanimously.

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

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

Julie Scleparis motioned to approve O-FY23-024 which was duly seconded. The motion was approved unanimously.

Order O-FY23-025 Transfer Order - Contractual Buyouts

Contractual Buyouts for Retirements Fiscal Year 2023.

Christopher Blunt motioned to recommend O-FY23-025 which was duly seconded. The motion was approved unanimously.

Old Business

Christopher Blunt motioned to take O-FY23-020 out of order which was duly seconded. The motion was approved unanimously.

Order O-FY23-020 Town Clerk Stipend

The stipend is no longer being considered, instead the committee discussed the possibility of a pay increase for the Town Clerk's position that may be sponsored later.

Adjourn – *Christopher Blunt motioned to adjourn the meeting of the FinCom at 7:46 p.m. which was duly seconded. The motion was approved unanimously.*



Bridgewater Town Council

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

Order O-FY23-026: Transfer Order - Town House Roof Project

ORDERED, that the Town Council assembled vote to

In accordance with section 6-4 of the Bridgewater Home Rule Charter, vote to appropriate \$82,500.00 from CPA Historic Preservation Reserve (Account#2100-324200) for the Town House Roof Project.

Explanation:

Attached see CPC recommendations of funding of \$82,500.00 from the CPA Historic Preservation Reserves (current balance of \$382,902.56) for the Town House Roof Project. The recommendation comes after the Massachusetts Historic Commission notified the Town Manager that additional state grant funds would be available to the Town if the Town matched the additional funds. That increase was \$20,000, requiring a \$20,000 match. However, the most recent project cost estimate shows a shortfall of \$82,500. This order funds the projected shortfall in total appropriation and grant funding. The Community Preservation Funds will offset the cost of the hidden gutter system (\$20,000), roof insulation (\$46,800), and the rear pediment work (\$15,700). As is always the case, any funds not spent will return to the source of the funding.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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•	•

Attachments: 1. Recommendation Letter - Town House Roofing Project

FIRST READING - NOT FOR ACTION



Town of Bridgewater, MA

Community Preservation Committee

66 Central Square, Bridgewater, MA 02324

September 29, 2022

Mr. Michael Dutton, Town Manager
Town of Bridgewater
66 Central Square
Bridgewater, MA 02324

Re: Town House Roofing Project

Dear Mr. Dutton:

In response to your application for the Town House Roofing Project (dated September 15, 2022) and your letter to amend the amount requested (dated September 28, 2022), the following motion was made and seconded by Carlton Hunt and Harry Bailey at the CPC's September 28th meeting. The motion passed with 6 yeas and 1 abstention.

To recommend \$82,500 for the Town House roof project taken from Acct. 324200 (Historic Preservation Reserve) of which \$20,000 is to match MHC additional grant for restoration of the historic hidden gutter, \$46,800 for roof insulation, and \$15,700 for the rear pediment restoration. Any portion of the project found not to be eligible for CPC funds shall be funded through state or federal grant monies or through town council appropriation.

There was discussion concerning the eligibility of the insulation for CPA monies. Rather than hold up the vote since you've stated your intent is to bring this before the Town Council on October 11th, the last sentence of the motion was included in the event that the insulation is not eligible for funding.

Please see that this information is placed on the Town Council agenda and that the application and letter to amend are forwarded to the Council members as backup to the order.

I would appreciate if you would let me know when the Council acts on the order so we can prepare the award letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Gina Guasconi".

Gina Guasconi, Chair
Community Preservation Committee



Bridgewater Town Council

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

Order O-FY23-027: FY2023 Classification Tax Allocation - Adoption of Residential Factor

ORDERED that, pursuant to G.L. c. 40, § 56, the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled vote to adopt a residential factor of 1 for fiscal year 2023.

Explanation:

The Town Council shall annually first determine the percentages of the local tax levy to be borne by each class of real property, as defined in section two A of chapter fifty-nine and personal property for the next fiscal year. In determining such percentages, the Town Council, shall first adopt a residential factor. Said factor shall be an amount not less than the minimum residential factor determined by the Commissioner of Revenue in accordance with the provisions of section one A of chapter fifty-eight and shall be used by the Board of Assessors to determine the percentages of the local tax levy to be borne by each class of real and personal property.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)

Attachments: None



Bridgewater Town Council

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

Order O-FY23-028: Acceptance of Gift - BSU \$55,000

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 a gift from Bridgewater State University for \$55,000. 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 gift of \$55,000 from BSU and to expend the gift in accordance with stated purpose thereof.

Explanation:

See attached letter from BSU President Clark

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Attachments: 1. FY2023 BSU Gift \$55000 Letter



October 18, 2022

Mr. Michael Dutton, Town Manager
Town of Bridgewater
Memorial Building
25 South Street
Bridgewater, MA 02324

Re: Restricted Gift to the Town of Bridgewater

Dear Mr. Dutton:

On behalf of Bridgewater State University, I am pleased to provide the Town of Bridgewater with a restricted one time gift of funds in the amount of \$55,000. It is Bridgewater State University's intent to restrict our gift so that equal amounts be distributed to the Town of Bridgewater Fire Department, Town of Bridgewater Police Department and to the Town of Bridgewater Highway Department. The funds from Bridgewater State University are provided in Fiscal Year 2023, but may be used at any time within the next twelve months by the Town of Bridgewater for the restricted purpose noted above.

It is important for BSU and the Town of Bridgewater to continue finding ways to share resources for our mutual benefit and especially for the benefit of our students.

Sincerely,

A handwritten signature in black ink, appearing to read 'F. W. Clark Jr.', written over a horizontal line.

Frederick W. Clark Jr., Esq.
President



Bridgewater Town Council

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

Order O-FY23-029: General Fund Transfer Order

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 from below schedule Source of Funds to below schedule of Use of Funds:

<u>Source of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
Ambulance RRA	25015-596010	Transfer to GF	\$ 90,000.00
Hwy Dept Salaries	04205001-510000	Highway Salaries	\$ <u>30,000.00</u>
Total:			\$ 120,000.00
<u>Use of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
Fire Department Salaries	02205001-513000	Fire Salaries	\$ 31,030.00
Fire Department Salaries	02205001-514000	Fire Salaries	\$ 22,970.00
Fire Department Salaries	02205001-519003	Fire Salaries	\$ 36,000.00
Recreation Dept Salaries	06305001-511002	Recreational Salaries	\$ 5,000.00
Recreation Dept Expenses	06305012-521002	Recreational Expenses	\$ 5,000.00
Recreation Dept Expenses	06305012-524001	Recreational Expenses	\$ 2,000.00
Recreation Dept Expenses	06305012-524007	Recreational Expenses	\$ 7,000.00
Recreation Dept Expenses	06305012-543000	Recreational Expenses	\$ 5,000.00
Recreation Dept Expenses	06305012-548002	Recreational Expenses	\$ <u>6,000.00</u>
Total			\$ 120,000.00

FIRST READING - NOT FOR ACTION

Explanation:

This transfer will support the estimated Budgets necessary for the remaining of FY2023.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)

Attachments: None



Bridgewater Town Council

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

Order O-FY23-030: Transfer Order - Sewer Enterprise Fund

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 assembled vote to transfer from Sewer Enterprise Retained Earnings a sum of \$413,264 to be used to fund the FY2023 total costs of operations of the Sewer Department.

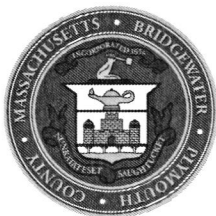
Explanation:

This transfer from Retained Earning will be necessary to fund the FY2023 Sewer Enterprise Operations based on the current Sewer Revenue Estimates.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
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Attachments: 1. Attachment Order O-FY23-030 Sewer Enterprise Fund



Bridgewater Town Council

In Town Council, Tuesday, April 5, 2022

Council Order: FY23-003

Introduced By:	Town Manager
Date Introduced	April 5, 2022
First Reading:	April 5, 2022
Second Reading:	May 10, 2022
Amendments Adopted:	
Third Reading:	
Date Adopted:	May 10, 2022
Date Effective:	July 1, 2022

Order FY23-003

BUDGET ORDER - FY23 SEWER ENTERPRISE FUND BUDGET

ORDERED, that the Town Council assembled vote to appropriate **\$2,563,809** from the Sewer Enterprise receipts to defray Sewer direct costs, and that **\$175,035** as appropriated under Order O-FY23-001 be used for Sewer indirect costs, all to fund the total costs of operations of the Sewer Enterprise as follows:

SALARIES/WAGES/BENEFITS	\$ 1,269,442
OPERATING EXPENSES/CAPITAL OUTLAY	\$ 790,892
DEBT SERVICES	\$ 498,475
TRANSFER TO TRUST FUNDS OPEB	\$ 5,000
APPROPRIATED for DIRECT COSTS	\$ 2,563,809
TRANSFER TO GF	\$ 22,460
INDIRECT COSTS - GENERAL FUND	\$ 152,575
TOTAL COST - SEWER EF	\$ 2,738,844

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• B&F	• 5/3/22: Voted 3-0 to recommend.
• FinCom	• 5/4/22: Voted 5-0 to recommend.

In accordance with the applicable provisions of the Town of Bridgewater Home Rule Charter and Town Council Rules and Procedures, the Town Council assembled voted, at their meeting on Tuesday, May 10, 2022, to approve the aforementioned Order by a Voice vote (9-0).

A TRUE COPY ATTEST:

Debra A. Ward
Town Council Clerk