



Town of Bridgewater
Budget & Finance Committee

November 15, 2022

6:15 PM

Academy Building

66 Central Square

Conference Room 201A

MEETING AGENDA

- A. Call to Order**
- B. Approval of Meeting Minutes**
 - a) October 25, 2022 Meeting Minutes
- C. Public Comment**
- D. Legislation Referred**
 - a) Order O-FY23-026: Transfer Order - Town House Roof Project
 - b) Order O-FY23-028: Acceptance of Gift - BSU \$55,000
 - c) Order O-FY23-029: General Fund Transfer Order
 - d) Order O-FY23-030: Transfer Order - Sewer Enterprise Fund
- E. Public Comment**
- F. Adjournment of Meeting**



Town of Bridgewater **Budget & Finance Committee**

October 25, 2022

6:00 PM

MEETING MEETINGS

Call to Order

Councilor Gallagher called the meeting to order at 6:00pm. The meeting took place in Conference Room 201A at the Town Offices.

Committee Members Present:

Councilor Wood, Councilor Gallagher and Councilor George.

Also in attendance was Laurie Guerrini, Finance Manager.

Approval of Meeting Minutes

a) October 11, 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.

Public Comment – None

Legislation Referred

a) Order O-FY23-023: Acceptance of MEMA Grant

Councilor Gallagher noted that this was a MEMA grant for a generator at the Senior Center. Ms. Guerrini noted that they were in the process of getting quotes.

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

Councilor Gallagher noted that this was for the 2020 town report. Bill was misplaced.

Councilor Wood made a motion to recommend Order O-FY23-024, which was duly seconded by Councilor George.

Roll-call vote was taken with the results recorded as follows: George – Yea; Gallagher – Yea; Wood – Yea. The motion passed 3-0.

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

Councilor George made a motion to recommend Order O-FY23-025, which was duly seconded by Councilor Wood.

Roll-call vote was taken with the results recorded as follows: George – Yea; Gallagher – Yea; Wood – Yea. The motion passed 3-0.

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

Councilor Gallagher gave an update on the meeting with FinCom. Fincom agrees adjustments need to be made. Suggested keeping the order in Budget and Finance Committee.

Public Comment – None

Adjournment of Meeting

Councilor George made a motion to adjourn, which was seconded by Councilor Wood.

Roll-call vote was taken with the results recorded as follows: George – Yea; Gallagher – Yea; Wood – Yea. The motion passed 3-0.

Meeting adjourned at 6:23p.m.

Meeting minutes being submitted in draft form by Debra Ward.



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)
•	•
•	•

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-FY23-028: 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)
•	•
•	•

•	•
---	---

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.' with a stylized flourish at the end.

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)
•	•
•	•

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:

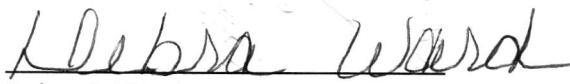
SALARIES/WAGES/BENEFITS	\$ 1,269,442
OPERATING EXPENSES/CAPITAL OUTLAY	\$ 790,892
DEBT SERVICES	\$ 498,475
TRANSFER TO TRUST FUNDS OPEB	\$ 5,000
APPROPRIATED for DIRECT COSTS	\$ 2,563,809
TRANSFER TO GF	\$ 22,460
INDIRECT COSTS - GENERAL FUND	\$ 152,575
TOTAL COST - SEWER EF	\$ 2,738,844

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