



Town of Bridgewater

Finance Committee

February 27, 2023

7:30 PM

The meeting will be held virtually via Zoom.

To attend via video, click on the link below:

<https://us06web.zoom.us/j/85338528816>

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

Meeting ID: 853 385 288 16

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) February 16, 2023
- C. Public Comment**
- D. New Business**
 - a) Order O-FY23-048: Acceptance of LWCF Grant - Stiles & Hart Parkland Project
 - b) Resolution R-FY23-005: Funds Review Resolution
- E. Old Business**
 - a) Ordinance D-FY23-009: Capital Expenditure Policy
- F. Additional Items for Discussion**
- G. Adjournment of Meeting**

TOWN OF BRIDGEWATER

Finance Committee

Nathan Schofield, Chair
Eric Langone, Vice Chair
Julie Scleparis
Christopher Blunt
MJ Spagone
Rigobert Noel
Lee Beane
Brian Glidden
Stephen Pace



Academy Building - 66 Central Square
Bridgewater, MA 02324

Bridgewater Finance Committee Minutes for the FinCom Meeting that Convened on February 16, 2023

Call to order: 5:00

Committee Members Present: Nathan Schofield, Julie Scleparis, Christopher Blunt, Rigobert Noel, Brian Glidden

Committee Members Not Present: Eric Langone, MJ Spagone, Lee Beane

Guests in Attendance: Councilor Bill Wood

Public Comment - None

Approval of Meeting Minutes – Jan 23, 2023

Christopher Blunt motioned to approve the meeting minutes from January 23, 2023 which was duly seconded. The motion was approved unanimously.

New Business

Order O-FY23-044: Acceptance of Funds - Council on Aging Donation

COA Director, Emily Williams plans to set up a new coffee brewing station at the senior center and continuously improve and take care of the senior programs.

Christopher Blunt motioned to recommend O-FY23-044 which was duly seconded. The motion was approved unanimously.

Ordinance D-FY23-009: Capital Expenditure Policy

This policy will ensure that the request of funding from Bridgewater-Raynham, and the payments approved by the Town Council, and made by the Town of Bridgewater are tightly coupled so that no audit gaps or uncertainty of how the funds are used will exist. After discussion with Councilor Wood, the committee will be taking time to further consider the policy and look to vote at the next meeting.

Order O-FY23-045: Ratification of Renewal Cable Television License Agreement: Comcast Cable Communication Management, LLC and Town of Bridgewater

With the assistance of the Cable Advisory Committee and the Town Attorney, the Town Manager has negotiated a franchise license agreement with Comcast. The proposed contract: Grants capital contributions to the Town of \$230,000; secured the maximum franchise fee of 5% for the Town and BTV; high definition for a local access channel; maintenance of the fiber connection from the Academy Building to the BTV studio as well as from BTV to Comcast; improved protection for private property owners; less costly underground line installations for some customers; credit for outages of longer than 24 hours; implements a new permitting requirement for any Comcast pedestals on Town road layouts; and the maximum senior citizen discount (negotiated as a side letter). It is important to note two things: One, Comcast does not have an exclusive franchise. Any other provider can negotiate an agreement with the Town. To date no other company is willing to enter into franchise negotiations. Two, the revenues that accrue to the benefit of the Town and BTV are derived from the cable television services and not from internet access. As more residents transition from traditional cable to streaming services only, the less the franchise fee will be.

Christopher Blunt motioned to recommend Order O-Fy23-045 which was duly seconded. The motion was approved unanimously.

Order O-FY23-046: Acceptance of Gift - Natural Resources Trust of Bridgewater

This funding, along with the recent vote of the CPA Funds last meeting FY23-042 of \$40k will fund the survey work by the state agency, DCAMM (Division of Capital Asset Management & Maintenance) for Phase 2 of the Old State Farm Trail Project. The \$25k represents \$15k approved by the Taunton River Watershed Council and \$10k from the Sheehan Family Companies.

Rigobert Noel motioned to recommend O-FY23-046 which was duly seconded. The motion was approved unanimously.

Order O-FY23-047 Election - Debt Exclusion Ballot Question

On March 5, 2022 voters approved the construction of the Bristol-Plymouth Regional Vocational Technical School. This ballot question deals with the payment of the Town's portion of the construction costs. A "yes" vote will allow the Town to pay its share of the new school by excluding the annual cost from the provisions of Prop 2 ½ . A "no" vote will require the Town to pay the cost through its general fund budget. It would force significant reduction of other municipal services. For FY2023, the median house would pay an additional \$8 per year. In the following 29 years, the median house would pay approximately \$33 per year. Since the calculation is based on the number of Bridgewater students attending Bristol-Plymouth, these number are approximate and based on this year's enrollment numbers.

Christopher Blunt motioned to recommend O-FY23-047 which was duly seconded. The motion was approved unanimously.

Adjourn – *Christopher Blunt motioned to adjourn the meeting of the FinCom at 6:11 p.m. which was duly seconded. The motion was approved unanimously.*



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 2/21/2023
First Reading: 2/21/2023
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-048: Acceptance of LWCF Grant - Stiles & Hart Parkland Project

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 award of a grant from the Commonwealth of MA and National Park Services, 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 "LWCF" Grant assistance (federal Land & Water Conservation Fund) up to \$448,337.50 from the Commonwealth of MA and National Park Service to expend the grant in accordance with stated purpose thereof.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•
•	•

Attachments: 1. FY22 LWCF grant award letter Bridgewater

NOT FOR ACTION - FIRST READING



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Maura Healey
GOVERNOR

Kim Driscoll
LIEUTENANT GOVERNOR

Rebecca Tepper
SECRETARY

Tel: (617) 626-1000
Fax: (617) 626-1181
<http://www.mass.gov/eea>

February 2, 2023

Robert Rulli
Community & Economic Development
Municipal Office Building
66 Central Square
Bridgewater, MA 02324

RE: Stiles and Hart Parkland Improvement Project, LWCF #25-00568

Dear Mr. Rulli:

I am pleased to confirm that the Stiles and Hart Parkland Improvement Project has been selected by the Commonwealth of Massachusetts and the National Park Service to receive up to \$448,337.50 in federal Land and Water Conservation Fund grant assistance. Please note the project number associated with the project, listed above. You will use this project number in all future correspondence.

Project deadline is December 31, 2025

While Bridgewater's total grant award is \$448,337.50, I ask that you break down your spending by fiscal year on page two of the contract (attached). There may be some ability to move funding between the fiscal years, as LWCF grants are funded from federal sources. However, the project's budget should begin with the best estimate possible to ensure a smooth transition between fiscal years.

LWCF grants work on a reimbursement basis. The grant's reimbursement rate is 50%. We can only reimburse you 50% of what is spent during the contract period each fiscal year, even if this figure does not reach the maximum value of the grant award. We will set up a time to go over the nuts and bolts of reimbursement requests.

To move forward with the project, the following documents must be submitted to me:

Local LWCF Project Agreement

The Project Agreement is a local version of the agreement signed between EEA and NPS. It is signed by EEA and your chief executive officer. Note that by signing the Project Agreement, the chief executive officer agrees to comply with the program regulations of the Land and Water Conservation Fund as stipulated in the Project Agreement and the General Provisions. The Agreement must be recorded as an adjunct to the

property's deed, along with the town meeting vote. Please send back **two signed copies**. You will then be sent a copy that has been signed by EEA to be recorded at the Registry of Deeds.

State Standard Contract

A state standard contract enables the state to set up an account to pay for your project. Please complete the budget table on page two by writing in how much is needed in each fiscal year throughout the life of the project and have your community's CEO sign page 1 of the form.

Contractor Authorized Signatory Listing Form

Please have your chief executive officer complete both sides of this form. The same person that signs the contract should sign both sides of this form. It should then be notarized.

GIS Data Entry Form

This form, along with the required supplemental map, enables our GIS staff to enter your project into the Commonwealth's protected open space datalayer.

All documents must be signed, scanned, and emailed to me no later than Thursday, March 2, 2023. The hard copies can then be put mailed to me at my office.

Town Meeting Vote

All projects must submit a successful vote as soon as possible. Your contract will not be signed until a successful town meeting or city council vote is submitted to EEA. If you have not yet had me review the vote language, please have me do so immediately.

Reimbursement Procedures

Please do not begin construction or close on the property until you have received a signed contract back from me. Any costs incurred prior to that date are not eligible for reimbursement.

It is not possible for a final reimbursement request to be submitted until the project has been completed, but I think it is helpful to know at this stage what is required for a project to be considered complete. You may request a final reimbursement request after:

- a. A state standard contract has been executed between your community and the state
- b. A Land and Water Conservation Fund acknowledgment sign is installed
- c. The LWCF project agreement and town meeting or city council vote have been executed and recorded, along with the vote and boundary map, as an adjunct to the deed for the property

Legally Protected Land – Bridgewater's Commitment

Remember that acceptance of this federal grant requires that the property remain open to the general public, not just Bridgewater's residents, and prohibits any other use other than appropriate outdoor recreation at the site in perpetuity. The land must be dedicated to Chapter 40, Section 8C in the case of conservation projects. Conversion of the property to non-conservation use requires the recreation or conservation commission to abide by Article 97 of the Articles of Amendment to the State Constitution, as well as the federal Land and Water Conservation Fund Project Agreement. In other words, converted land must be replaced with other property of equal or greater monetary value and recreational use, all at your community's expense.

Please contact me with any questions or concerns you may have at any time. I can be contacted at melissa.cryan@mass.gov or (857) 274-7173 if you need further assistance. I look forward to seeing your project come to fruition!

Sincerely,

Melissa Cryan
LWCF Stateside Coordinator



Bridgewater Town Council

Introduced By: Dennis Gallagher, Councilor
Date Introduced: 2/21/2023
First Reading: 2/21/2023
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Resolution R-FY23-005: Funds Review Resolution

Whereas, the Town of Bridgewater has multiple special purpose stabilization funds and capital funds which have been utilized for many years, and

Whereas, the Town Charter grants to the Town Council the ability to “establish reasonable standards related to the management of financial systems and practices,” and

Whereas, the Town Council desires to review the functionality and purpose behind each capital fund and stabilization fund to ensure that each meets the long term financial health of the Town;

Now, therefore, the Town Council requests its Budget and Finance Committee and the Bridgewater Financial Committee to review the Town’s capital and stabilization funds and make any recommendations for changes to the Town Council by October 1, 2023.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)

Attachments: None



Bridgewater Town Council

Introduced By: William Wood, Councilor
Erik Moore, Councilor
Date Introduced: 1/24/2023
First Reading: 1/24/2023
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Ordinance D-FY23-009: Capital Expenditure Policy

WHEREAS, The Town Charter, Section 6.5, states, “The Town Council shall provide by ordinance the procedures for administration and fiduciary oversight of the budget.”;

WHEREAS, the Bridgewater-Raynham School District is an independent body from the Town of Bridgewater;

WHEREAS, The Town Council approves Capital Expenditure Requests from the Bridgewater-Raynham School District for Capital items;

NOW THEREFORE, the Capital Expenditure payment policy for the Town of Bridgewater with respect to the Bridgewater-Raynham School District for any Capital Expenditure items shall be:

1. No payment shall be made from the Town of Bridgewater to the Bridgewater-Raynham School District without an executed Purchase Order, Contract, or receipt for reimbursement.
2. Payments should be made in accordance with a “percent complete” method when executing a long-term project.
3. Payments made from the Town of Bridgewater to the Bridgewater-Raynham School District must be used for the specific purpose of the requested funds.

Explanation:

This policy will ensure that the request of funding from Bridgewater-Raynham, and the payments approved by the Town Council, and made by the Town of Bridgewater are tightly coupled so that no audit gaps or uncertainty of how the funds are used will exist.

Committee Referrals and Dispositions:

NOT FOR ACTION - FIRST READING

Referral(s)	Disposition(s)
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•	•
•	•

Attachments: None