

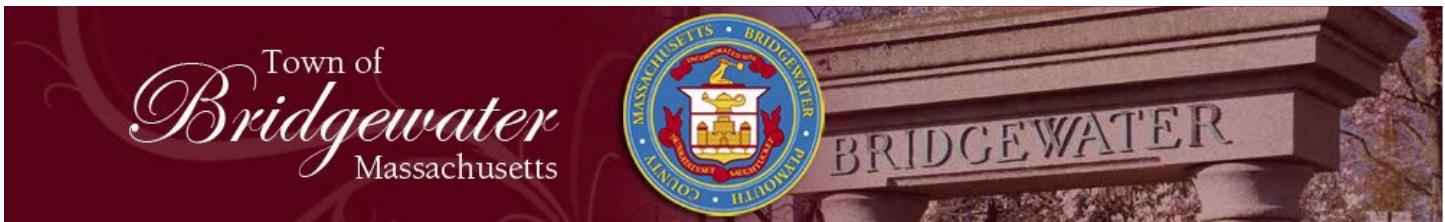


Town of Bridgewater
Budget & Finance Committee

March 7, 2023
6:30 PM
66 Central Square
Conference Room 201A

MEETING AGENDA

- A. Call to Order**
- B. Approval of Meeting Minutes**
 - a) February 21, 2023 Meeting Minutes
- C. Public Comment**
- D. Legislation Referred**
 - a) Order O-FY23-048: Acceptance of LWCF Grant - Stiles & Hart Parkland Project
 - b) Resolution R-FY23-005: Funds Review Resolution
- E. Public Comment**
- F. Adjournment of Meeting**



Town of Bridgewater

Budget & Finance Committee

February 21, 2023

6:00 PM

MEETING MINUTES

Call to Order

Councilor Gallagher called the meeting to order at 6:01pm. The meeting took place in Conference Room 201A, 2nd Floor of the Academy Building.

Committee Members Present:

Councilor Wood, Councilor George and Councilor Gallagher. Also in attendance was Town Manager Michael Dutton.

Approval of Meeting Minutes

- a) January 23, 2023 Meeting Minutes

Councilor George made a motion to approve the meeting minutes from January 23, 2023, 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

Public Comment – None

Legislation Referred

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

Councilor George made a motion to recommend Order O-FY23-044, 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

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

Councilor Wood made a motion to recommend Order O-FY23-045, which was duly seconded by Councilor George.

Councilor Wood noted that many households are getting rid of cable and asked if the Town Council should do something so that BTV continues to be supported. Town Manager Dutton noted that legislation is working on something that would impose a tax on the internet.

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-FY23-046: Acceptance of Gift - Natural Resources Trust of Bridgewater - \$25,000

Councilor George made a motion to recommend Order O-FY23-046, 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-FY23-047: 2023 Election - Debt Exclusion Ballot Question

Councilor Wood noted that \$33 for average property, is that the full debt? Town Manager Dutton noted that Freetown wants to join school district so once they have joined, numbers will be adjusted.

Councilor Wood made a motion to recommend Order O-FY23-047, 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

- e) Ordinance D-FY23-009: Capital Expenditure Policy

Councilor George asked if this Ordinance as even enforceable and Town Manager Dutton noted that Attorney Rawlins is looking into it.

Councilor George made a motion to continue until there is an answer from Attorney Rawlins and that there is a full compliment of Budget & Finance members. Councilor Wood seconded the motion.

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

Public Comment – None

Adjournment of Meeting

Councilor George made a motion to adjourn, 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

Meeting adjourned at 6:16pm.



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