



Town of Bridgewater
Budget & Finance Committee

April 18, 2023

6:00 PM

Academy Building

66 Central Square

Council Chambers, 2nd Floor

MEETING AGENDA

- A. Call to Order**
- B. Approval of Meeting Minutes**
 - a) April 4, 2023 Meeting Minutes
- C. Public Comment**
- D. Legislation Referred**
 - a) Order O-FY23-053: Town Clerk's Salary
 - b) Budget Order O-FY24-001: FY2024 Annual Town Budget
 - c) Budget Order O-FY24-002: FY2024 Water Enterprise Fund Budget
 - d) Budget Order O-FY24-003: FY24 Sewer Enterprise Fund Budget
 - e) Budget Order O-FY24-004: FY24 Transfer Station Enterprise Fund Budget
 - f) Budget Order O-FY24-005: Authorization of Revolving Funds
- E. Public Comment**
- F. Adjournment of Meeting**



Town of Bridgewater **Budget & Finance Committee**

April 4, 2023

6:15 PM

MEETING MINUTES

CALL TO ORDER

Councilor Gallagher called the meeting to order at 6:09PM. The meeting took place in Conference Room 201A, 2nd Floor of the Academy Building.

Committee Members Present:

Councilor Wood, Councilor George and Councilor Gallagher.

APPROVAL OF MEETING MINUTES

a) March 21, 2023 Meeting Minutes

Councilor George made a motion to approve the March 21, 2023 meeting minutes, 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) Resolution R-FY23-005: Funds Review Resolution

Councilor Gallagher noted that the funds are working as they should, more into capital. Possibly create a highway improvement fund, road repairs should not be thrown totally on the taxpayer.

Councilor Wood noted that general stabilization percentage is 10. Reasonable cap and then adjust the others.

Councilor George noted that we should look at each fund; look 5 years down the road and increase/decrease as needed.

Councilor Gallagher noted that if under \$20K should be built into department budget.

Councilor George voted to recommend to adopt Resolution R-FY23-005, 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

Mr. Pace asked what the sick buy back program was and Councilor George noted that years ago an employee could bank sick time and get paid out when they retire.

ADJOURNMENT OF MEETING

Councilor George voted 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 6:34p.m.

Meeting minutes being submitted in draft form by Debbie Ward, Town Council Clerk.



Bridgewater Town Council

Introduced By: Shawn George, Councilor
Date Introduced: 4/4/2023
First Reading: 4/4/2023
Second Reading: 4/18/2023
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY23-053: Town Clerk's Salary

ORDERED, that the Town Council assembled vote:

To set the Town Clerks salary beginning July 1 2023 (FY24) - at Grade 12 Step 10 \$46.7070 hourly. Annually \$85,007.00.

Explanation:

This represents a step increase and follows along with other full time employees for FY24.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
Budget & Finance	Meeting 4/18/23
FinCom	4/10/23:

Attachments: None



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 4/4/2023
First Reading: 4/4/2023
Second Reading: 4/18/2023
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Budget Order O-FY24-001: FY2024 Annual Town Budget

ORDERED that to provide for the payment of certain expenses of the Town for the Fiscal year ending June 30, 2024;

The Town will raise and appropriate and vote into tax, to be assessed per law and/or appropriate and transfer from the following available funds:

Ambulance Receipts Reserved the amount of	\$2,028,089
Title V the amount of	\$ 128,666
Enterprise Funds the amount of	\$ 599,511
Conservation Receipts Reserved the amount of	\$ 30,000
Energy Funds the amount of	\$ 150,000
Elm Street DIF	\$ 599,063
Golf	<u>\$ 340,000</u>
Other Financing Source	\$3,875,329
Total	

For the operation of the Town and further that such appropriation in the sum of **\$67,065,100** be for personal services, general expenses, Principal and interest, for such purposes, each department and group being considered a separate appropriation as shown below:

Town of Bridgewater Town Manager's FY2024 General Fund Operating Budget

DEPT#	DEPART DESCRIPTION	Group	GROUP DESCRIPTION	FY2023 Town Mgr Budget
111	TOWN COUNCIL	1.0	SALARIES/WAGES/BENEFITS	62,214

VOICE VOTE - REFER TO ADVERTISING

	2.0EXPENSE	12,000
111 Total		74,214
123TOWN MANAGER	1.0SALARIES/WAGES/BENEFITS	520,145
	2.0EXPENSE	88,561
123 Total		608,706
132RESERVE FUND	2.0EXPENSE	60,000
132 Total		60,000
135FINANCE - ACCOUNTANT	1.0SALARIES/WAGES/BENEFITS	424,314
	2.0EXPENSE	64,100
135 Total		488,414
141FINANCE - ASSESSORS	1.0SALARIES/WAGES/BENEFITS	188,237
	2.0EXPENSE	125,190
141 Total		313,427
145FINANCE - TREASURER	1.0SALARIES/WAGES/BENEFITS	423,887
	2.0EXPENSE	55,872
145 Total		479,759
151LAW - LEGAL	1.0SALARIES/WAGES/BENEFITS	78,800
	2.0EXPENSE	20,550
151 Total		99,350
152HUMAN RESOURCES	1.0SALARIES/WAGES/BENEFITS	128,623
	2.0EXPENSE	7,500
152 Total		136,123
INFORMATION		
155TECHNOLOGY	1.0SALARIES/WAGES/BENEFITS	265,823
	2.0EXPENSE	463,829
155 Total		729,652
161TOWN CLERK	1.0SALARIES/WAGES/BENEFITS	228,982
	2.0EXPENSE	76,641
161 Total		305,623
166PARKING	1.0SALARIES/WAGES/BENEFITS	15,375
	2.0EXPENSE	750
166 Total		16,125
COMMUNITY ECON		
182DEVELP	1.0SALARIES/WAGES/BENEFITS	330,568
	2.0EXPENSE	35,915
182 Total		366,483
192TOWN BUILDINGS	1.0SALARIES/WAGES/BENEFITS	61,482
	2.0EXPENSE	547,076
192 Total		608,558
210POLICE	1.0SALARIES/WAGES/BENEFITS	6,364,469
	2.0EXPENSE	305,326
210 Total		6,669,795
220FIRE	1.0SALARIES/WAGES/BENEFITS	6,525,108
	2.0EXPENSE	355,038
220 Total		6,880,146

VOICE VOTE - REFER TO ADVERTISING

240INSPECTIONAL SERVICES	1.0SALARIES/WAGES/BENEFITS	424,544
	2.0EXPENSE	17,950
240 Total		442,494
292ANIMAL CONTROL	1.0SALARIES/WAGES/BENEFITS	99,440
	2.0EXPENSE	3,000
292 Total		102,440
300B/R RGNL DISTRICT	2.0EXPENSE	32,568,595
B/R SCHOOL DEBT	7.1DE: DEBT SERVICE	4,050,107
300 Total		36,618,702
301BRISTOL AGI TUITION	2.0EXPENSE	301,516
301 Total		301,516
BRISTOL PLYMOUTH		
302TUITION	2.0EXPENSE	1,867,308
302 Total		1,867,308
NORFOLK CNTY AGI		
303TRANS	2.0EXPENSE	79,065
NORFOLK CNTY AGI	2.0EXPENSE	78,300
303 Total		157,365
410TOWN ENGINEER	1.0SALARIES/WAGES/BENEFITS	64,691
	2.0EXPENSE	19,700
410 Total		84,391
420HIGHWAY DEPARTMENT	1.0SALARIES/WAGES/BENEFITS	1,015,566
	2.0EXPENSE	503,275
420 Total		1,518,841
421SNOW AND ICE	1.0SALARIES/WAGES/BENEFITS	41,000
	2.0EXPENSE	41,100
421 Total		82,100
424STREET LIGHTING	2.0EXPENSE	175,818
424 Total		175,818
510HEALTH	1.0SALARIES/WAGES/BENEFITS	164,573
	2.0EXPENSE	18,350
510 Total		182,923
541COUNCIL ON AGING	1.0SALARIES/WAGES/BENEFITS	232,266
	2.0EXPENSE	9,800
541 Total		242,066
543VETERANS SERVICES	1.0SALARIES/WAGES/BENEFITS	34,693
	2.0EXPENSE	69,350
543 Total		104,043
610LIBRARY	1.0SALARIES/WAGES/BENEFITS	544,313
	2.0EXPENSE	204,284
610 Total		748,597
630RECREATION	1.0SALARIES/WAGES/BENEFITS	211,937
	2.0EXPENSE	73,490
630 Total		285,428
710DEBT PRINCIPAL	7.0DEBT SERVICE	639,066

VOICE VOTE - REFER TO ADVERTISING

710 Total		639,066
751INTERST ON LT DEBT	7.0DEBT SERVICE	233,121
751 Total		233,121
STATE/COUNTY		
820ASSESSENTS	2.0EXPENSE	371,241
820 Total		371,241
830COUNTY ASSESSMENTS	2.0EXPENSE	68,079
830 Total		68,079
911RETIREMENT	1.0SALARIES/WAGES/BENEFITS	4,709,939
911 Total		4,709,939
912WORKERS COMP	1.0SALARIES/WAGES/BENEFITS	166,430
912 Total		166,430
913UNEMPLOYMENT	1.0SALARIES/WAGES/BENEFITS	5,000
913 Total		5,000
914HEALTH/LIFE/MEDICARE	1.0SALARIES/WAGES/BENEFITS	3,884,726
914 Total		3,884,726
919OTHER BENEFITS	1.0SALARIES/WAGES/BENEFITS	6,330
	2.0EXPENSE	53,150
919 Total		59,480
945LIABILITY INSURANCE	2.0EXPENSE	287,260
945 Total		287,260
950GAS & OIL	2.0EXPENSE	205,000
950 Total		205,000
Grand Total		71,379,749
Adjust for State/County		
	Charges	(439,320)
Total Appropriation		70,940,429

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
Budget & Finance	Meeting 4/18/23 prior to the Town Council meeting.
FinCom	4/10/23: Voted ____ to recommend

Attachments: None

VOICE VOTE - REFER TO ADVERTISING



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 4/4/2023
First Reading: 4/4/2023
Second Reading: 4/18/2023
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Budget Order O-FY24-002: FY2024 Water Enterprise Fund Budget

ORDERED, that the Town Council vote to appropriate **\$4,762,554** from the Water Enterprise receipts to defray Water direct costs, and that **\$340,365** as appropriated under Order O-FY24-001 be used for Water indirect costs, all to fund the total costs of operations of the Water Enterprise as follows:

SALARIES/WAGES/BENEFITS	\$ 2,014,871
OPERATING EXPENSES	\$ 1,213,223
DEBT SERVICES	\$ 1,529,460
TRANSFER TO TRUST FUNDS OPEB	\$ 5,000
APPROPRIATED for DIRECT COSTS	\$ 4,762,554
TRANSFER TO	
GF	\$ 22,684
INDIRECT COSTS - GENERAL FUND	\$ 317,951
TOTAL COST - WATER EF	\$ 5,103,189

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
Budget & Finance	Meeting 4/18/23 prior to the Town Council meeting.
FinCom	4/12/23: Voted ____ to recommend.

Attachments: None

REFER TO ADVERTISING - VOICE VOTE



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 4/4/2023
First Reading: 4/4/2023
Second Reading: 4/18/2023
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Budget Order O-FY24-003: FY24 Sewer Enterprise Fund Budget

ORDERED, that the Town Council assembled vote to appropriate **\$2,478,174** from the Sewer Enterprise receipts to defray Sewer direct costs, and that **\$222,539** 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	\$ 1,331,250
OPERATING EXPENSES	\$ 713,804
DEBT SERVICES	\$ 428,120
TRANSFER TO TRUST FUNDS OPEB	\$ 5,000
APPROPRIATED for DIRECT COSTS	\$ 2,478,174
TRANSFER TO GF	\$ 22,684
INDIRECT COSTS - GENERAL FUND	\$ 199,855
TOTAL COST - SEWER EF	\$ 2,700,713

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
Budget & Finance	• Meeting 4/18/23 prior to the Town Council meeting.
FinCom	• 4/12/23: Voted _____ to recommend.

Attachments: None



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 4/4/2023
First Reading: 4/4/2023
Second Reading: 4/18/2023
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Budget Order O-FY24-005: Authorization of Revolving Funds

AUTHORIZATION OF REVOLVING FUNDS

ORDERED, that the Town Council vote to establish revolving funds for certain Town Departments under the provisions of G.L. c.44, §53E ½ for the fiscal year beginning July 1, 2023, with specific receipts credited to each fund, the purposes for which each fund may be spent, and the maximum amount that may be spent from each fund for FY2024 as follows:

Spending Authority	Fund	Receipts	Expenditures	FY2024 Spending Limit
Town Clerk	Street Listing	Sale of street lists; sale of bylaws/zoning bylaws; sale of subdivision rules; sale of zoning maps	Printing and other costs with publications/books sold to public	\$5,000
Recreation Director	Recreation	Fees associated with recreation programs	Salaries/ benefits of full-time staff, part-time and seasonal staff, recreation programs, facility expenses and other expenses related to programs	\$ 150,000
Council on Aging Director	COA Revolving	Fees and Rentals	Programs for Seniors & Community	\$20,000
Library Director	Library Revolving	Fines & Fees	Programs & supplies for Community	\$20,000

Committee Referrals and Dispositions:

REFER TO ADVERTISING - VOICE VOTE

Referral(s)	Disposition(s)
•	•
•	•
•	•

Attachments: None