



Town of Bridgewater **Budget & Finance Committee**

June 18, 2024

6:00 PM

66 Central Square

Academy Building

Conference Room 201A

MEETING AGENDA

- A. Call to Order**
- B. Approval of Meeting Minutes**
- C. Public Comment**
- D. Legislation Referred**
 - a) Order O-FY24-041: Town Clerk's Salary
 - b) Order O-FY24-042: Transfer Order - Capital Appropriation Items
 - c) Order O-FY24-043: Employee Liability Transfers - Contractual Payments
 - d) Order O-FY24-044: End of Year Transfers
 - e) Order O-FY24-045: Acceptance of Grant: Council on Aging - Massachusetts Home and Community Based Services (HCBS)
 - f) Order O-FY24-046: Transfer Order - Rebinding of Death Records Book
- E. Public Comment**
- F. Adjournment of Meeting**



Bridgewater Town Council

Introduced By: Kevin Perry, Councilor
Date Introduced: 5/21/2024
First Reading: 5/21/2024
Second Reading: 6/4/2024
Amendments Adopted:
Third Reading: 6/18/2024
Date Adopted:
Date Effective:

Order O-FY24-041: Town Clerk's Salary

ORDERED, that the Town Council assembled vote:

To set the Town Clerks salary beginning May 9, 2024 - at Grade 13 Step 1 \$41.8881 hourly. Annually \$87,127.04.

Explanation:

This sets the salary for the newly elected Town Clerk.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
Budget & Finance	Meeting 6/18/24
Finance Committee	Meeting 6/17/24

Attachments: None



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 5/21/2024
First Reading: 5/21/2024
Second Reading: 6/4/2024
Amendments Adopted:
Third Reading: 6/18/2024
Date Adopted:
Date Effective:

Order O-FY24-042: Transfer Order - Capital Appropriation Items

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>FUND</u>	<u>SOURCES OF FUNDING</u>	<u>AMOUNT</u>
8010	CAPITAL STABILIZATION	
	Capital Stabilization Trust Funds	\$ 543,127.74
8010	AMBULANCE RRA	
	ARRA	\$ 90,103.19
	TOTAL	\$ 633,230.93

<u>PROJECT#</u>	<u>USES OF FUNDING</u>	<u>AMOUNT</u>
220.45	Mach/Equip/Vehicles	
	Fire Engine (E3) Lease Pay 2/5	\$ 166,565.75
220.15	Mach/Equip/Vehicles	
	Fire Radio Equipment Lease Pay 4/5	\$ 95,521.84
220.32	Mach/Equip/Vehicles	
	Ambulance (A1) Lease Pay 2/5	\$ 90,103.19
210.20	Mach/Equip/Vehicles	
	Police Body Worn Camera System 4/5	\$ 65,318.00
300.00	Bldgs & Property	
	Town Raynham Old High School Purchase 5/12	\$ 70,000.00
420.09	Mach/Equip/Vehicles	
	DPW John Deer Loader - Lease Payment 3/5	\$ 48,520.91
420.13	Mach/Equip/Vehicles	
	DPW No. 2-24 Freightliner 6-Wheeler Lease Pay 4/5	\$ 48,600.62
420.14	Mach/Equip/Vehicles	
	DPW No. 2-26 Freightliner 6-Wheeler Lease Pay 4/5	\$ 48,600.62
	TOTAL	\$ 633,230.93

Explanation:

This transfer will fund Capital leasing obligations in FY2025

VOICE VOTE - REQUIRES MAJORITY OF THOSE PRESENT AND VOTING

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• Budget & Finance	• Meeting 6/18/24
• Finance Committee	• Meeting 6/17/24

Attachments: None



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 5/21/2024
First Reading: 5/21/2024
Second Reading: 6/4/2024
Amendments Adopted:
Third Reading: 6/18/2024
Date Adopted:
Date Effective:

Order O-FY24-043: Employee Liability Transfers - Contractual Payments

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 to below schedule:

<u>Source of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
EMPLOYEE LIABILITY FUND	80045-596100	TRANSFER TO GF	\$ 89,960.00
Total:			\$ 89,960.00
<u>Use of Funds</u>	<u>Account No.</u>	<u>GL Account Description</u>	<u>Amount</u>
Salaries Library	06105001-519005	Contractual Payout	\$ 68,190.00
Salaries Fire	02205001-519005	Contractual Payout	\$ 21,770.00
Total:			\$ 89,960.00

Explanation:

Employee Liability payments as per contractual obligations.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
Budget & Finance	Meeting 6/17/24

VOICE VOTE - REQUIRES MAJORITY OF THOSE PRESENT AND VOTING

• Finance Committee	• Meeting 6/18/24
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Attachments: None



Bridgewater Town Council

Introduced By: Town Manager
Date Introduced: 5/21/2024
First Reading: 5/21/2024
Second Reading: 6/4/2024
Amendments Adopted:
Third Reading: 6/18/2024
Date Adopted:
Date Effective:

Order O-FY24-044: End of Year Transfers

ORDERED; pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council ass appropriate and transfer the amounts from below schedule Source of Funds to below schedule of Use of Funds:

Dept	Dept Description	Group	Amount
Source of Funds			
132	FINANCE RESERVE FUND	2-Expenses	(60,000.00)
135	FINANCE - ACCOUNTING	2-Expenses	(20,000.00)
155	INFORMATION TECHNOLOGY	1-Salary/Wages/Benefits	(20,000.00)
182	CED	1-Salary/Wages/Benefits	(10,000.00)
192	TOWN BUILDINGS	1-Salary/Wages/Benefits	(20,000.00)
210	POLICE	1-Salary/Wages/Benefits	(100,000.00)
240	INSPECTIONAL SERVICES	1-Salary/Wages/Benefits	(65,000.00)
300	BR CAPITAL	2-Expenses	(495,000.00)
420	DPW - HIGHWAY	1-Salary/Wages/Benefits	(104,251.00)
424	DPW - STREET LIGHTING	2-Expenses	(100,000.00)
610	LIBRARY	1-Salary/Wages/Benefits	(25,000.00)
Source of Funds Total			(1,019,251.00)

VOICE VOTE - REQUIRES MAJORITY OF THOSE PRESENT AND VOTING

Dept	Dept Description	Group	Amount
Use of Funds			
111	TOWN COUNCIL	1-Salary/Wage/Benefits	400.00
123	TOWN MANAGER	1-Salary/Wage/Benefits	10,000.00
135	FINANCE - ACCOUNTING	1-Salary/Wage/Benefits	26,200.00
141	FINANCE - ASSESSOR	1-Salary/Wage/Benefits	600.00
151	LEGAL	2-Expenses	50,000.00
152	HUMAN RESOURCES	1-Salary/Wage/Benefits	31,000.00
152	HUMAN RESOURCES	2-Expenses	1,550.00
192	TOWN BUILDINGS	2-Expenses	115,000.00
210	POLICE	2-Expenses	50,000.00
220	FIRE	1-Salary/Wage/Benefits	175,000.00
220	FIRE	2-Expenses	20,000.00
301	BRISTOL AGRICULTURAL	2-Expenses	4,400.00
301	BRISTOL AGRICULTURAL	2-Expenses	189,000.00
303	NORFOLK AGRICULTURAL	2-Expenses	58,200.00
410	ENGINEERING	1-Salary/Wage/Benefits	700.00
510	HEALTH	1-Salary/Wage/Benefits	5,000.00
541	COUNCIL ON AGING	1-Salary/Wage/Benefits	5,100.00
610	LIBRARY	2-Expenses	25,000.00
752	DEBT PRINCIPAL	3-Debt Service	56,000.00
830	COUNTY ASSESSMENTS	2-Expenses	1.00
913	UNEMPLOYMENT	1-Salary/Wage/Benefits	20,000.00
914	BENEFITS - MEDICAL/INSURANCE	1-Salary/Wage/Benefits	65,000.00
919	BENEFITS - HR RELATED	2-Expenses	53,100.00
945	LIABILITY INSURANCE	2-Expenses	18,000.00
950	GASOLINE DEPOT	2-Expenses	40,000.00
Use of Funds Total			1,019,251.00

VOICE VOTE - REQUIRES MAJORITY OF THOSE PRESENT AND VOTING

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
Budget & Finance	Meeting 6/18/24
Finance Committee	Meeting 6/17/24

Attachments: None



Bridgewater Town Council

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Order O-FY24-045: Acceptance of Grant: Council on Aging - Massachusetts Home and Community Based Services (HCBS)

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 grant award in the amount of \$100,490 from the Massachusetts Home and Community Based Services (HCBS) ARPA Grant Programs for individuals with Alzheimer's disease and related dementia in the community; and

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 grant of \$100,490 from the Massachusetts Home and Community Based Services (HCBS) ARPA to expend the grant in accordance with stated purpose thereof.

Explanation:

The COA Director applied for and received an additional grant of \$100,490 from the Massachusetts Home and Community Based Services (HCBS) ARPA Grant Program to expand the social day program for individuals with dementia by creating a dementia-friendly Senior Center.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
Budget & Finance	Meeting 6/18/24

VOICE VOTE - REQUIRES MAJORITY OF THOSE PRESENT AND VOTING

• Finance Committee	• Meeting 6/17/24
•	•

Attachments: None



Bridgewater Town Council

Introduced By: Town Manager
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Date Adopted:
Date Effective:

Order O-FY24-046: Transfer Order - Rebinding of Death Records Book

ORDERED, that the Town Council assembled vote to

In accordance with section 6-4 of the Bridgewater Home Rule Charter, vote to appropriate \$3,000 from the Historical Reserve Account (Account#2100-324200) for the restoration/rebinding of the 1857-1904 Death Records book.

Explanation:

Attached see CPC recommendations of funding of \$3,000 from CPC Historical Reserve Account.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
Budget & Finance	Meeting 6/18/24
Finance Committee	Meeting 6/17/24

Attachments:

1. Death Record Book Rebinding Application
2. CPC Letter

VOICE VOTE - REQUIRES MAJORITY OF THOSE PRESENT AND VOTING



Town of Bridgewater

*Office of the
Town Clerk*

66 Central Square

Bridgewater, Massachusetts 02324



508-697-0921 Office

508-659-1220 Direct

mkhunt@bridgewaterma.org

*Marilee Kenney Hunt
Town Clerk*

April 23, 2024

Bridgewater Community Preservation Committee
C/O Gina Guasconi, Chair
E-mail: Gigi1024@verizon.net

Dear Ms. Guasconi:

The Town Clerk's Office, being the keeper of records for the Town of Bridgewater, needs, from time to time to restore the aged books still used to help find ancestors for those seeking information about their early families. The Community Preservation Committee has helped us in the past with some large restoration projects which were beautifully done and are a great benefit to both the office and those seeking information on their ancestors from Bridgewater.

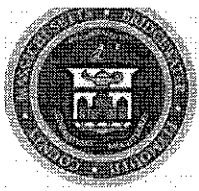
Recently, we discovered our Death Records book from 1857-1904 has pages coming loose from the binding. We are concerned that pages may be torn, damaged or possibly even lost if the book is not rebound. Our usual book binder is Town Book Bindery. We asked Mr. Raymond DeCosta, the owner of Town Book Bindery in East Freetown, MA, to evaluate the pages then offer a cost estimate for restoration of the whole book.

Our choice for restoration is to clean professionally and carefully the "rag paper" pages then insert them into airtight vinyl, before re-binding the book. That process will ensure cleanliness and longevity while maintaining the original paper and ink and, hopefully, preventing the need for further restoration.

The estimated cost for the process from pick-up to return delivery is \$3,000. The Town Clerk's Office would be grateful to the CPC for assistance with this important restoration.

Thank you,

Marilee Kenney Hunt



Project Application

Community Preservation Committee

Bridgewater, MA

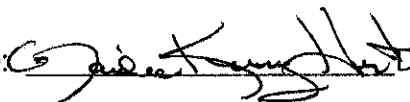
Cover Sheet

An electronic copy of this application and all supporting materials should be submitted to the CPC Chair at cpc@bridgewaterma.org and the CPC's administrative assistant (McGraw, Joshua <JMCRAW@bridgewaterma.org>). Applications should be submitted **no later than 4:00PM at least two weeks prior to the CPC's meeting (the CPC meets on the fourth Wednesday of each month).**

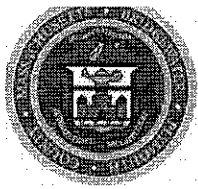
Complete applications received by this date will be reviewed at the next CPC meeting and considered for recommendation to the Town Council. Applications received after this will be reviewed at the following month's meeting, unless you receive an exception from the CPC chair for cases related to real estate purchase opportunities.¹ Projects may have timelines extending to a maximum of five years.

Projects will be favored by the CPC where:

- The project addresses at least one goal of the current CPC 5-yr. plan
<https://www.bridgewaterma.org/DocumentCenter/View/2928/Community-Preservation-Committee-Plan?bidId=>
- the applicant has site control of the proposed project parcel or involvement of the site owner.
- there is demonstrated community support for the project from elected officials, abutters, user groups, civic associations, and community organizations.
- applicants can demonstrate their capacity to implement their project and have a plan for ongoing maintenance and stewardship. projects occur on public space or private space with public access.

- Applicant Signature:  Date Submitted: April 23, 2024

¹ For cases related to real estate purchase opportunities, the CPC may consider emergency requests for funding outside of their regular meeting schedule. If you think you might be eligible for emergency consideration, please contact the CPC Chair. The CPC Chair has the authority to accept exceptions or extensions. They will consider such requests on a case-by-case basis and is under no obligation to grant any requested extensions or exceptions.



Project Application

Community Preservation Committee

Bridgewater, MA

Complete Application Check List

Please submit the application in this order:

- ☒ Project Application Cover Page (signed)
- ☒ Project Narrative and Timeline
- ☒ Budget Narrative and cost breakdown
- ☒ Required Project Attachments including:
 - ☐ Documentation of who has site control on the property (if other than the applicant)
 - ☒ Photographs of project site (at least three (3))
 - ☐ Map of project site showing nearest major roads or intersections
 - ☐ Letters of support from relevant Town departments, officials, and boards/commissions
 - ☐ Letters of commitment (from any organizations or individuals providing funding to the project)
- ☐ Other attachments as applicable and available to your project.

Note: Applicants may be required to submit additional supporting materials and documentation, as requested by the CPC, to aid the committee in their decision-making process.



Project Application

Community Preservation Committee

Bridgewater, MA

GENERAL INFORMATION

Project Name:

Project Location (address and neighborhood):

Legal Property Owner of Record:

CPA Program Area (check all that apply):

☐ Open Space ☒ Historic Preservation ☐ Community Housing ☐ Recreation

PROJECT DESCRIPTION

Short Project Description:

Estimated Start Date: 5/1/20 **Estimated Completion Date:** 6/30/20

Amount Requested: \$ 3,000 **Total Project Cost:** \$

PROJECT CONTACT

Contact Person: Marilee Kenney Hunt

Telephone: 508-697-0921

Email: mkhunt@bridgewaterma.org

Project Sponsor/Organization (check one below):

☒ Town Committee or Department ☐ Public Charity/Non-Profit ☐ Private

Have you or this organization applied for or received CPA funding before? ☐ Yes ☐ No
If yes, what project and when?

ASSURANCE

I Marilee Kenney Hunt hereby certify under the penalties of perjury the
(Print the name of the fiduciary agent)

following application information is true and correct to the best of my knowledge and I
am legally able to enter into a contract on behalf of (with the
Town of Bridgewater for Community Preservation Funds.

Signature Marilee Kenney Hunt

Date April 23, 2024

Title Bridgewater Town/City Clerk



Project Application

Community Preservation Committee

Bridgewater, MA

Project Narrative

Use as much space as needed and refer to the CPC's Project Application Guidance for requirements

1. **PROJECT DESCRIPTION, TASKS, & ANTICIPATED OUTCOME:**

2. **CPC GOALS AND PRIORITIES:**

3. **COMMUNITY NEEDS:**

4. **COMMUNITY SUPPORT:** List of Letters of Support

Name (committee, department, official, organization, etc.)	Date Requested	Date Submitted
None requested—asking for support verbal from the CPA members serving on the Historic Commission and the Historic District Commission		

5. **IMPLEMENTATION AND TIMELINE:**

6. **ORGANIZATIONAL EXPERIENCE AND CAPACITY:** The Book Bindery is extremely skilled i

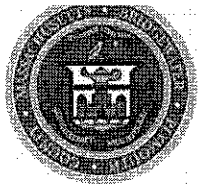
7. **MAINTENANCE:** The re-bound book will be well cared for with other historical books in our va

8. **MULTI-YEAR PROJECTS:** N/A

9. See Attachments Checklist for additional required materials, if applicable and available.

APPLICANT SIGNATURE:

DATE SUBMITTED: April 23, 2024



Project Application

Community Preservation Committee

Bridgewater, MA

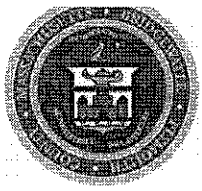
Project Application Attachments (see Application Guidance)

1. **SITE CONTROL**
2. **COMMUNITY SUPPORT**
3. **VISUAL MATERIALS:**
4. **MAPS:**
5. **FUNDING SUPPORT REQUIREMENTS**
 - a. Historic Preservation Proposals
 - b. OPEN SPACE PROPOSALS
 - c. RECREATION PROPOSALS
 - d. COMMUNITY HOUSING PROPOSALS
 - e. Proposals Involving Real Property
 - f. Proposals Involving Design and Construction

Check out the CPC's webpage for more information:

<https://www.bridgewaterma.org/1353/Community-Preservation-Committee>

If you have questions, please contact the Community Preservation Committee Chair at cpc@bridgewaterma.org and Community and Economic Development Department (CED) Director DeBoisbriand, Jennifer at JBURKE@bridgewaterma.org or call at 508-697-0950.



Project Application

Community Preservation Committee

Bridgewater, MA

Project Budget Narrative

PROJECT COST:

Project Budget Overview

Total Project Cost	CPA Amount Requested	Other Funding Sources	CPA Funds: % of Total
\$3,000	\$3,000	\$	% 100%

LEVERAGING FUNDING:

Sources of Funding Overview

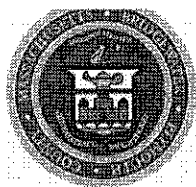
Source (private, federal, state, or local government)	Amount	Status (received, pending, will apply)
	\$0	
	\$0	
	\$0	
	\$0	
	\$0	

ANTICIPATED PROJECT EXPENSES: \$3,000

PROJECT COST ASSUMPTIONS: \$3,000

ACQUISITION OF AN INTEREST IN REAL ESTATE: 0

BONDING AGAINST CPA FUNDS: 0



Project Application

Community Preservation Committee

Bridgewater, MA

Project Budget Attachment

BUDGET OVERVIEW

Total Project Cost	CPA Amount Requested	Other Funding Sources	CPA Funds: % of Total
\$3,000	\$3,000	\$-----	100% 3,000

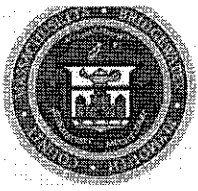
INCOME – OTHER SOURCES OF PROJECT FUNDING

Source (private, federal, state, or local government)	Amount	Status (received, pending, will apply)
	\$0	
	\$0	
	\$0	
	\$0	
	\$0	

SUMMARY OF PROJECT EXPENSES²

	CPA Funds	Other Funding	Total
Personnel	\$1,000	\$	\$1,000
Equipment	\$1,000	\$	\$1,000
Supplies	\$1,000	\$	\$1,000
Design and Contracts	\$	\$	\$
Construction	\$	\$	\$
Other	\$	\$	\$
TOTAL	\$3,000	\$	\$3,000

² Equipment is generally defined as an item with a useful life expectancy of more than one year. Supplies are defined as an item with a useful life of less than one year. Construction means all types of work done on a particular property or building including erecting, altering or remodeling.



Project Application

Community Preservation Committee

Bridgewater, MA

DETAILED PROJECT EXPENSES

Personnel

	CPA Funds	Other Funding	Total
Ex: Project Manager	\$5,000	\$50,000	\$55,000
Ex. Inspectional Services	\$	\$	\$
Binder	\$1,000	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$
	\$1,000		\$1,000

Equipment³

	CPA Funds	Other Funding	Total
Ex: Furniture	\$	\$5,000	\$50,000
Binding machine	\$500	\$	\$500
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$500	\$	\$500

Supplies⁴

	CPA Funds	Other Funding	Total
Ex:	\$	\$	\$
Cleaning materials	\$500	\$	\$
Repair materials	\$300	\$	\$
Laminant	\$700	\$	\$
TOTAL	\$1,500	\$	\$1,500

Design and Contracts

	CPA Funds	Other Funding	Total
Ex: Deed Restriction	\$10,000	\$5,000	\$5,000
Ex: Appraisal	\$12,000	\$0	\$12,000
N/A	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

³ Equipment is generally defined as an item with a useful life expectancy of more than one year.

⁴ Supplies are defined as an item with a useful life of less than one year.



Project Application

Community Preservation Committee

Bridgewater, MA

Building and Construction⁵

	CPA Funds	Other Funding	Total
<i>Ex: Picnic Pavilion</i>	\$	\$50,000	\$50,000
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Other

	CPA Funds	Other Funding	Total
<i>Ex: Land Acquisition</i>	\$1,000,000	\$500,000	\$1,500,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

Task based task (scope) costs identifying funding source

	CPA Funds	Other Funding	Total
<i>Ex: Accessible Entrance</i>	\$100,000	\$15,000	\$115,000
<i>Ex: Accessible Elevator</i>	\$75,000	\$0	\$75,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$190,000

Attach Letters of support and other key documents.

⁵ Construction means all types of work done on a particular property or building including erecting, altering or remodeling.



Town of Bridgewater, MA

Community Preservation Committee

66 Central Square, Bridgewater, MA 02324

April 30, 2024

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

Re: Rebinding of Death Records Book

Dear Mr. Dutton:

In response to an application received from Marilee Hunt, Town Clerk, for the rebinding of the 1857-1904 Death Records book, dated April 23, 2024, the following motion was made and seconded by Harry Bailey and Geoffrey Merriman at the CPC's April 24th meeting. The motion passed unanimously.

To recommend \$3,000 for the restoration/rebinding of the 1857-1904 Death Records book from the Historical reserve account 324200.

Please see that this information is placed on the Town Council agenda and that the application is 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,

Gina Guasconi, Chair
Community Preservation Committee

cc: Josh McGraw
Laurie Guerrini
Town Council President
Dawn Menard
Debra Ward