



# Town of Bridgewater

## Rules and Procedure Committee

October 8, 2024

7:00 PM

The meeting will be held virtually via Zoom.

To attend via video, click on the link below:

<https://us06web.zoom.us/j/81846689860>

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

**Meeting ID:** 818 4668 9860

### MEETING AGENDA

**Disclosure:** Pursuant to Section 20 of Chapter 20 of the Acts of 2020, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, and the March 31, 2025, extension granted by Chapter 22 of the Acts of 2022, this meeting for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. No in-person attendance is 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) August 28, 2024 Meeting Minutes
  - b) September 9, 2024 Meeting Minutes
- C. Public Comment**
- D. Items Referred**
  - a) Ordinance D-FY24-007: Proposed Amendment to Ordinance Part II - Administrative Code: Chapter 1, Article II, Section 1
  - b) Proposed Ordinance D-FY25-002: Revisions to the Administrative Code
- E. Adjournment of Meeting**



**Town of Bridgewater**  
**Rules and Procedure Committee**

August 28, 2024

7:00 PM

The meeting was held virtually via Zoom.

**MEETING MINUTES**

**Disclosure:** Pursuant to Section 20 of Chapter 20 of the Acts of 2020, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, and the March 31, 2025, extension granted by Chapter 22 of the Acts of 2022, this meeting for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. No in-person attendance is permitted. Citizens who wish to tune in to the meeting may do so via Zoom.

**CALL TO ORDER**

Councilor Chase called the Town Council Rules & Procedures Committee meeting to order at 7:00pm. The meeting took place via Zoom.

**Council Members Present:**

- Councilor Chase
- Councilor Murphy
- Councilor McKinnon

**APPROVAL OF MEETING MINUTES** – None

**ITEMS REFERRED**

- a) Proposed Zoning Ordinance D-FY24-003: Chapter 7.7 - Specialized Energy Code

Councilor Chase noted that the proposed zoning ordinance was introduced to the council on 11/21/23 and that it was referred to Rules & Procedures at the 3/26/24 meeting. This ordinance was brought forward because of Dr. Hunt, who is the chair of the Energy Committee. This is an opt-in process, Bridgewater has already adopted the Stretch code. Noted that at the July council meeting a presentation was done and that the mission is to achieve net zero emissions.

Councilor Murphy noted that he would prefer to put this on a town ballot as a question.

Councilor McKinnon noted that the negatives of this ordinance outweigh the positives.

Councilor Chase noted that Rules could return the ordinance to council with no action, not taking a

position. Councilor McKinnon was in favor of this.

*Councilor Murphy made a motion to return Proposed Zoning Ordinance D-FY24-003 back to Town Council with no action. This motion was seconded by Councilor McKinnon.*

A voice vote was taken and the results recorded as follows: McKinnon – Yea; Murphy – Yea; Chase – Yea. Motion passed 3-0.

**ADJOURNMENT OF MEETING**

*Councilor Murphy made a motion to adjourn, which was seconded by Councilor McKinnon.*

A voice vote was taken and the results recorded as follows: McKinnon – Yea; Murphy – Yea; Chase – Yea. Motion passed 3-0.

Meeting adjourned at 7:38pm.



## Town of Bridgewater Rules and Procedure Committee

September 9, 2024

7:30 PM

The meeting was held virtually via Zoom.

*A Quorum of the Town Council may be in attendance*

### MEETING MINUTES

**Disclosure:** Pursuant to Section 20 of Chapter 20 of the Acts of 2020, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, and the March 31, 2025, extension granted by Chapter 22 of the Acts of 2022, this meeting for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. No in-person attendance is permitted. Citizens who wish to tune in to the meeting may do so via Zoom.

#### **CALL TO ORDER**

Councilor Chase called the Town Council Rules & Procedures Committee meeting to order at 7:00pm. The meeting took place via Zoom.

#### **Council Members Present:**

Councilor Chase

Councilor Murphy

Councilor McKinnon

#### **PUBLIC COMMENT**

- Janet Hanson, Pleasant Street: noted that the committee should have more than 5 people and asked if the Acting Town Manager picks the names.
- Mark Linde: would like the committee to consider either 7 or 9 committee members.

#### **LEGISLATION REFERRED**

- a) Order O-FY25-009: Town Manager Search Preliminary Screening Ad Hoc Committee Selection  
Councilor Chase gave a brief description of the order.

*Councilor Murphy made a motion to amend Order O-FY25-009 by adding “effective through and including the next Town Election Day” as the last sentence in the first paragraph. This was duly seconded by Councilor McKinnon.*

A roll-call vote was taken and the results recorded as follows: McKinnon – Yea; Murphy – Yea; Chase – Yea. Motion passed 3-0.

*Councilor Murphy made a motion to amend Order O-FY25-009 by replacing “with the top three” before applicants to “no more than five (5)”. This was duly seconded by Councilor McKinnon.*

A roll-call vote was taken and the results recorded as follows: McKinnon – Yea; Murphy – Yea; Chase – Yea. Motion passed 3-0.

*Councilor Murphy made a motion to approve Order O-FY25-009 as amended, which was duly seconded by Councilor McKinnon.*

A roll-call vote was taken and the results recorded as follows: McKinnon – Yea; Murphy – Yea; Chase – Yea. Motion passed 3-0.

b) Proposed Ordinance D-FY25-005: An Ordinance Establishing the Process for Hiring a Town Manager

Councilor Chase noted that this ordinance establishes future councils with process on hiring a new Town Manager.

*Councilor Murphy made a motion to amend Proposed Ordinance D-FY25-005 by deleting “at least three, but”. This was duly seconded by Councilor McKinnon.*

A roll-call vote was taken and the results recorded as follows: McKinnon – Yea; Murphy – Yea; Chase – Yea. Motion passed 3-0.

*Councilor Murphy made a motion to amend Proposed Ordinance D-FY25-005 by changing the last paragraph to read “The Preliminary Screening Ad-hoc Committee will ensure that the proper background checks have been completed for all finalists.”. This was duly seconded by Councilor McKinnon.*

A roll-call vote was taken and the results recorded as follows: McKinnon – Yea; Murphy – Yea; Chase – Yea. Motion passed 3-0.

*Councilor Murphy made a motion to approve Proposed Ordinance D-FY25-005 as amended, which was duly seconded by Councilor McKinnon.*

A roll-call vote was taken and the results recorded as follows: McKinnon – Yea; Murphy – Yea; Chase – Yea. Motion passed 3-0.

**ADJOURNMENT OF MEETING**

*Councilor Murphy made a motion to adjourn, which was duly seconded by Councilor McKinnon.*

A roll-call vote was taken and the results recorded as follows: McKinnon – Yea; Murphy – Yea; Chase – Yea. Motion passed 3-0.

Meeting adjourned at 8:00pm.



## Bridgewater Town Council

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Introduced By: Fred Chase, Councilor  
Date Introduced: 6/4/2024  
First Reading: 6/4/2024  
Second Reading:  
Amendments Adopted:  
Third Reading:  
Date Adopted:  
Date Effective:

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### **Ordinance D-FY24-007: Proposed Amendment to Ordinance Part II - Administrative Code: Chapter 1, Article II, Section 1**

**WHEREAS**, in accordance with the provisions of Section 2-6 of the Bridgewater Home Rule Charter relative to amendments to the Town ordinances, it is therefore:

**ORDERED**, that the Town Council assembled votes to amend the Administrative Code, Chapter 1, Article II, Section 1 by addition of the following proposed subsection “F”, as follows:

F. Adjudicatory hearings. A member of any Town board, committee or commission when holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to that member’s absence from no more than a single session of the hearing at which testimony or other evidence is received. Before any such vote, the member shall certify in writing that he has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing. Nothing in this section shall change, replace, negate or otherwise supersede applicable quorum requirements.

#### **Explanation:**

*This amendment recites MGL c. 39, Section 23D, which incorporates the “Mullin Rule”, a Massachusetts Appeals Court ruling (Mullin v. Planning Board of Brewster, 17 Mass.App.Ct. 139, 141 (1983) which nullified grant of a special permit where not all voting members of a planning board had attended all of the hearings. This amendment permits members of municipal bodies which conduct adjudicatory proceedings to miss one session of a public hearing but still participate in votes on an application if the member attests to having viewed the video-tape of the missed session or otherwise becomes familiar with the proceedings and has provided a signed certification to that effect. This provision of the Administrative Code, applicable to the Zoning Board of Appeals, the Conservation Commission and the Planning Board of the Town, minimizes the occasions for which a member of an adjudicatory body would need*

NOT FOR ACTION - FIRST READING

*to recuse himself from a vote for reason of absence. The amendment reduces the likelihood that a quorum of qualified members would be insufficient to take dispositive action on an application.*

**Committee Referrals and Dispositions:**

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

Attachments:           None



# Bridgewater Town Council

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Introduced By: Kevin Perry, Councilor  
Date Introduced: 8/13/2024  
First Reading: 8/13/2024  
Second Reading:  
Amendments Adopted:  
Third Reading:  
Date Adopted:  
Date Effective:

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## Proposed Ordinance D-FY25-002: Revisions to the Administrative Code

**ORDERED**, that the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled vote to accept the attached revisions to the Administrative Code as required by the Town of Bridgewater, Home Rule Charter Section 5-1.

### Committee Referrals and Dispositions:

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

Attachments: 1. Proposed Ordinance Revisions to the Administrative Code

Part II. Administrative Code  
Chapter 1. Boards, Committees and Commissions  
Article II. Elective Bodies

Section 1. Offices and Standards

D. Term of office. The term of office of all elective Town officers shall be three years beginning on the second Monday following the election and continuing until their successors are qualified, except that the term of office for councilors shall begin on the next business day following the election. Terms of office of Town Councilors shall be so arranged that the terms of three of the Councilors shall expire at each annual Town election.

Section 2. Bridgewater Town Council

A. Composition and authority. There shall be 9 members of the Bridgewater Town Council, one Councilor elected from each ~~district~~precinct and ~~the remaining two~~ elected at-large. The Bridgewater Town Council shall exercise all of the legislative powers of the Town.

## Article III. Multiple Member Appointive Bodies

### Section 1. Offices and Standards

I. Eligibility for service. Unless otherwise defined within this Administrative Code, aAny registered voter of the Town of Bridgewater, except those who are: (1) an elected official; (2) whose written contract with the Town bars them from holding any other elected or appointed position with the town; or (3) who would be ineligible to serve under Massachusetts General Laws c. 268A and/or the Town of Bridgewater Town Charter, are eligible for appointment to Multiple Member Appointive Bodies. An eligible candidate for a Multiple Member Appointive Body as stated in sentence one herein, shall not serve on more than one Multiple Member Appointive Body at a time unless that candidate has been: (1) recommended by the Town Manager to the Town Council to do so; and (2) is then ratified by the Town Council. Membership on a multiple member appointive body shall terminate forthwith upon the members ceasing to be a resident of the Town or otherwise ceasing to be a registered voter. Unless otherwise noted, members shall serve without compensation

Section 2. ~~Affordable~~ Housing Trust Committee

A. Establishment and Term of Office. There shall be an ~~Affordable~~ Housing Trust Committee consisting of five member trustees. Pursuant to MGL c.44, section 55C, the Town Manager, as chief executive officer, or his designee, shall be an ex officio Trustee. The remaining Trustees shall be appointed by the Town Manager for staggered two year terms.

B. Authorities and responsibilities. The ~~CommitteeTrust~~ shall provide for the creation and preservation of affordable quality housing for the benefit of all, but especially low and moderate income households. The ~~CommitteeTrust~~ has the authority to acquire by gift, purchase, or otherwise real estate and personal property, both tangible and intangible, of every sort and description, and to use such property in such a manner as the ~~committeetrustees~~ shall deem most appropriate to carry out its purpose of creating and preserving affordable housing for the residents of the Town. The Committee facilitates the coordination of the factors that affect equal access to housing and issues relating to the development of affordable housing. The Committee seeks to implement the Town's policy statement and program for fair housing, and the promotion of equal choice and access to housing for all people as is outlined in the federal Fair Housing Act, Title VIII of the Civil Rights Act of 1968, and the Commonwealth's Fair Housing Law, MGL c. 151B. The Committee also provides advice to the Town Manager regarding the Town's policies and programs for meeting its requirements for subsidized housing under MGL c. 40B. The Committee reviews all Local Initiative Program (LIP) applications and recommends to the Town Manager either acceptance or denial of LIP applications. The ~~Affordable~~-Housing Trust Committee is an ~~d~~ advisory, regulatory, and ministerial committee of the Town.

C. Interrelationships. (1) Town Council: The ~~Affordable~~-Housing Trust Committee interacts with the Town Council for the purpose of advising the Council on ~~Affordable Housing Trust~~housing activities and affordable housing issues generally. (2) Town Manager: The Town Manager is a membertrustee of the ~~Affordable~~-Housing Trust Committee, and meets regularly with the ~~Committeetrustees~~ to conduct ~~CommitteeTrust~~ business. (3) Other Bodies: The Committee meets as necessary with any multiple member body of the Town, to effectuate accomplishment of its mission, particularly the Community Preservation Committee.

Reference: Bridgewater Affordable Housing Trust, Part III, Chapter 4, Article III of the Code.

## Section 7. Community Preservation Committee

A. Establishment and term of office. There shall be a Community Preservation Committee consisting of nine members. The Town Manager shall, based upon recommendation from the respective committees, appoint the following: one member of the Conservation Commission; one member of the Bridgewater Historic District Commission; one member of the Historical Commission; one member of the Planning Board; one member of the ~~Affordable~~-Housing Trust Committee; one member of the Housing Authority; one member of the Open Space Committee; and one member of the Parks and Recreation Commission. These appointees will not require ratification from the Town Council. The Town Manager shall appoint one at-large member, whose appointment shall be ratified by the Town Council. Members will serve for three year staggered terms.

### B. Authorities and responsibilities.

#### (1) Acquisition and preservation.

(a) The Community Preservation Committee shall make recommendations to the Town Council for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is reacquired or created as provided in MGL c.44B. With respect to community housing, the Community Preservation Committee shall recommend, whenever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. Annually, the Committee, with the assistance of the Finance Director, shall make budget recommendations to the Town Manager for inclusion in the annual Town budget.

(b) The Community Preservation Committee may include in its recommendation to the Town Council a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund. The Committee may recommend to the Town Council that funds be borrowed and repaid with Community Preservation funds to accomplish Community Preservation objectives.

(c) In considering its recommendations, the Community Preservation Committee shall use as a guideline local and regional open space plans, housing plans, 59 and the Master Plan. The Committee may develop its own guidelines concerning Community Preservation expenditures with the active participation of other Town multiple member bodies as well as public participation. The Community Preservation Committee is a ministerial committee of the Town.

(2) Needs study. Annually, the Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation. The Committee shall consult with existing Town multiple member bodies, including the Conservation Commission, the Historical Commission, the Open Space Committee, the Planning Board, Parks and Recreation, and the Housing Authority, in conducting such studies. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and

resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and on the Town's web site two weeks prior to the scheduled public informational hearing.

(3) Monitor. The Community Preservation Committee shall monitor progress of CPA funded projects.

(4) Management. Real property interests acquired with community preservation funds shall be owned and managed by the Town unless otherwise specified by vote of the Town Council.

#### C. Interrelationships.

(1) Town Council: The Committee shall meet at least annually with the Town Council to discuss issues pertaining to acquisition and preservation pursuant to the Community Preservation Act.

(2) Town Manager: The Committee meets as necessary with the Town Manager and all municipal departments and other administrative staff to effectuate accomplishment of its mission.

(3) Other Bodies: The Committee meets as necessary with any Board, Commission or Committee of the Town, particularly the Affordable Housing Trust and the Financial Committee, to effectuate accomplishment of its mission.

Reference: MGL c. 44B

## Section 12. Elder Affairs Commission

A. Term of Office. There shall be an Elder Affairs Commission consisting of nine regular members and two associate members appointed for three year staggered terms. The associate members may serve on committees, but have no voting privileges if a regular member is absent.

B. Authorities and responsibilities. The purpose of the Elder Affairs Commission is to advocate on behalf for the needs of the elderly people~~older adults~~ residing in the Town of Bridgewater. The Elder Affairs Commission is dedicated to ensuring that the older adult population lives and ages well in their community of choice. ~~surveys the elderly population to better determine their needs problems and concerns. It develops criteria for program and supportive services development based upon an assessment of needs and participates in programs offered by the Commonwealth's Department of Elder Services.~~ The Elder Affairs Commission helps identify goals and objectives and supports staff in implementing and promoting the Elder Affairs Commission's mission.

The Elder Affairs Commission assists in the collection of facts and statistics affecting the health and welfare of older adults; encourages the development of programs for older adults; identifies the pertinent needs of the community's older adult population; educates and to enlist the support of the community on the needs of older adults; performs such other duties as may be prescribed by law, or as directed by the Town Manager.

~~The Elder Affairs Commission members also serve as Trustees of the Senior Center Funds. The Commission makes recommendations to the Director of Elder Affairs and the Department of Public Works Director regarding the maintenance of the Senior Center facility, capital needs and minor repairs, supplies related to operation of the building, and replacement of necessary items to maintain the building in good condition. The Commission recommends capital spending from the Senior Center Trust Funds. The Elder Affairs Commission is an advisory and ministerial committee of the Town.~~

C. Interrelationships.

(1) Director of Elder Affairs Services: The Elder Affairs Commission interacts primarily with the Director of Elder Affairs. The Elder Affairs Commission provides advisory information to the Director of Elder Affairs concerning program and supportive services for older adults delivery as well as financial management issues. The Director of Elder Affairs provides information to the Elder Affairs Commission about the Department can community needs needs and requirements of the Senior Center.

(2) Town Manager: The Elder Affairs Commission interacts with the Town Manager and the administrative organization primarily through the Director of Elder Affairs. The Director of Elder Affairs regularly apprises the Town Manager of current activities and concerns of the Elder Affairs Commission and the elderly population. The Director of Elder Affairs works with the Town Manager to develop policies and legislation concerning the issues and needs facing the town's elderly. The Director of Elder Affairs regularly apprises the Town Manager about the status of the Senior Center as well as short and long term capital needs. The Director of Elder Affairs works with the Town Manager to develop policies and legislation concerning the Department and the -Senior Center building and the Trust Funds.

(3) Town Council: The Town Manager keeps the Town Council apprised of the needs and concerns of the ~~older adult~~elderly population. The Town Manager introduces policies or legislation to the Town Council for action when appropriate.

Reference: MGL c. 40, Section 8B ~~Article 22 of the annual town meeting warrant voted June 21, 1993 Chapter 233 of the Acts of 1994, establishing a Senior Center Trust Fund Special Town Meeting Warrant, Article 2, November 10, 1997 Special Town Meeting Warrant, Articles 3 and 7, November 8, 2010~~

## Section 17. Historical Commission

A. Term of office. There shall be a Historical Commission consisting of five regular members and two alternate members. The alternate members may serve on committees, and shall be voting members in the absence of a regular member.

B. Authorities and responsibilities.

(1) The purpose of the Historical Commission is to preserve, protect, and develop the historical and archaeological assets of the Town. The Commission may conduct research for places of historic and archaeological value, and shall cooperate with the State Archaeologist in conducting such research. It seeks to coordinate the activities of unofficial bodies organized for similar purposes and may, subject to appropriation and approval by the Town Manager, advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work.

(2) The Historical Commission, for the purpose of protecting and preserving such places may make such recommendations as it deems necessary to the Town Council, and, subject to the approval of the Town Council, to the Massachusetts Historical Commission, that any such place be certified as an historical or archaeological landmark.

(3) The Historical Commission may hold hearings, may recommend to the Town Manager execution of contracts with individuals, organizations and institutions or services furthering the objectives of its program, may recommend to the Town Manager execution of contracts with local or regional associations for cooperative endeavors furthering its program, and may, with the approval of the Town Council, accept gifts, contributions and bequests of funds from individuals, foundations and from federal, state or other governmental bodies for the purpose of furthering its programs. The Commission may recommend to the Town Manager acquisition of property by gift, purchase, grant, bequest, devise, lease or otherwise a fee or lesser interest in real or personal property of significant historical value and, upon approval by the Town Manager, may be directed to manage the same, may make and execute any agreement and may do and perform any and all acts which may be necessary or desirable to carry out the purposes of this section.

(4) The Historical Commission surveys and compiles a listing of all historical sites and buildings within the Town, public and private; determines the functions and structures of all historical organizations within the Town; and holds correlative seminars with historical organizations. It further determines the requirements for repair, reconstruction, and protection of historical landmarks and assists and cooperates with public commissions in the conduct of public historical events.

(5) The Historical Commission is an advisory and ministerial committee of the Town.

C. Interrelationships.

(1) Town Council: The Historical Commission interacts with the Town Council to advise the Council on policies and legislation concerning the preservation, protection and development of historical or archaeological assets in the Town.

(2) Town Manager: The Historical Commission interacts with the Manager primarily for the purposes outlined to effectuate publication of its activities and/or acquisition of interests in historical

properties within the Town. The Commission receives such assistance through the Library Department of the Administrative Branch.

(3) Other Bodies: The Historical Commission shall, with respect to matters or actions affecting the historical or archaeological assets of the Town, coordinate with state boards and agencies, including, but not limited to, the Massachusetts Historical Commission, the State Archaeologist and interact with Town multiple member bodies existing now or in the future, as necessary to better coordinate the activities of these bodies in instances where properties of either a historical or archaeological value are under consideration by these bodies.

Reference: MGL Chapter 40, section 8D

## Section 19. Housing Partnership Committee

A. ~~Term of office.~~ There shall be a Housing Partnership Committee to be composed of five members, two whom shall be appointed by the Town Manager, one member appointed by the Affordable Housing Trust from among its members, one member appointed by the Water and Sewer Board from among its members, and one member appointed by the Planning Board from among its members.

B. ~~Authorities and responsibilities.~~ The Housing Partnership Committee facilitates the coordination of the factors that affect equal access to housing and issues relating to the development of affordable housing. The Committee seeks to implement the Town's policy statement and program for fair housing, and the promotion of equal choice and access to housing for all people as is outlined in the Commonwealth's Fair Housing Guidelines, 301 CMR § 50.19. The Committee also provides advice to the Town Manager regarding the Town's policies and programs for meeting its requirements for subsidized housing under MGL c. 40B. The Housing Partnership Committee reviews all Local Initiative Program (LIP) applications and recommends to the Town Manager either acceptance or denial of LIP applications. The Housing Partnership Committee is an advisory committee of the Town.

### C. ~~Interrelationships.~~

(1) ~~Town Council:~~ The Housing Partnership Committee interacts with the Town Council to provide advice on the Town's efforts in the promotion of fair treatment and equal opportunities for safe, sanitary and affordable housing for citizens of the Town, regardless of race, color, age, sex, religion, welfare status, marital status, national ancestry, sexual preference, physical or mental disability.

(2) ~~Town Manager:~~ The Housing Partnership Committee interacts with the Manager to ensure implementation of the Fair Housing Plan. The Housing Partnership Committee also advises the Town Manager regarding the resolution of conflicts that may arise among Town departments, multiple member bodies and officials relative to proposals for the development of subsidized housing in Bridgewater. The Manager provides staff support to the Committee through the Community and Economic Development Department, and other appropriate staff.

(3) ~~Other Bodies:~~ The Housing Partnership Committee meets as necessary with the Planning Board, Zoning Board of Appeals, Conservation Commission, Advisory Council of Health, and the Housing Authority, to ensure compliance with the fair and affordable housing policies of the Town.

Reference: MGL 40B

~~Section 20. Master Plan Committee~~

~~A. Term of Office. There shall be a Master Plan Committee consisting of three members appointed for three-year terms.~~

~~B. Authorities and Responsibilities. The Master Plan Committee is responsible for facilitating the implementation and updating of the Master Plan. The Committee is an advisory committee in the Town.~~

~~C. Interrelationships:~~

~~(1) Town Council. The Master Plan Committee interacts with the Council for the purpose of advising the Council on matters related to the Master Plan.~~

~~(2) Town Manager. The Master Plan Committee interacts with the Town Manager and administrative organization primarily through the Community and Economic Development Department.~~

~~(3) Other Bodies. The Master Plan Committee interacts with the Planning Board and other multiple member bodies as necessary to accomplish its purposes.~~

## Section 26A. Tree Committee

A. Establishment and Term of Office. There shall be a Tree Committee consisting of seven members: five voting members and two non-voting members. The Town Manager shall, based upon recommendation from the respective committees, appoint the following voting members: one member of the Planning Board; one member of the Open Space Committee; and one member of the Bridgewater Improvement Association. The Town Manager shall appoint two voting members-at-large, at least one of which shall be a certified arborist, landscape architect, or an individual with comparable experience and training. The seat held by the certified arborist, landscape architect, or an individual with comparable experience and training may be filled by a non-resident if no qualified resident is available and willing to fill the seat. The Bridgewater Tree Warden and the Bridgewater Roadways Superintendent, or his designee, shall serve as non-voting members.

B. Authorities and Responsibilities. The Committee shall advise town officials, multiple member appointive bodies, and the general public to promote activities that encourage the planting, care, and management of all existing and new public trees. The Committee shall advise town officials and the Town Council, as the appropriating authority, on the use of monies collected through any tree cutting mitigation funds the Town may receive.

C. Interrelationships.

(1) Town Manager: The Tree Committee interacts with the Town Manager to communicate recommendations on Town procedures and policies.

(2) Town Council: The Committee reports its activities to the Council through the Town Manager.

(3) Other Bodies: As necessary, the Committee interacts with other multiple member bodies within the Town on issues of mutual concern, including the Agricultural Commission, Community Preservation Committee, Energy Committee, Conservation Commission, Parks and Recreation Commission, Planning Board, Transportation Committee, and Zoning Board of Appeals.

## Section 27. Water and Sewer Board

A. Term of office. There shall be a Water and Sewer Board consisting of three members who ~~have engineering or public health experience. The members~~ shall serve for staggered three year terms.

B. Authorities and responsibilities. The Water and Sewer Board is responsible for recommending ~~all~~ improvements to the municipal water pollution control facilities and water treatment and distribution facilities in the Town, and serves as an advisory board to the Public Works Director for establishment of rules and regulations governing the operation of all Town water pollution control facilities and water treatment and distribution facilities. The Water and Sewer Board ~~recommends~~~~establishes~~ user rates to the Town Manager subject to Town ~~Council~~~~Manager~~ ratificationapproval. The Water and Sewer Board is an advisory committee of the Town.

C. Interrelationships.

(1) Town Council: The Water and Sewer Board interacts with the Town Council concerning policies and legislation governing operation of water pollution control and collection facilities and the water treatment and distribution facilities.

(2) Town Manager: The Water and Sewer Board interacts with the Town Manager concerning implementation of the rules and regulations referenced, as well as ensuring that adequate administrative personnel are available to ensure the effective operation of such facilities.

(3) Other Bodies: The Water and Sewer Board interacts with ~~the Open Space Committee, the Economic Development Committee, and other~~other multiple member appointive bodies as necessary to accomplish its purposes.

Part II. Administrative Code  
Chapter 2. Operational Entities  
Article II Town Council Rules and Procedures

Section 14. Citizen Comments

The Bridgewater Town Council encourages citizens to attend its meetings and welcomes their views on issues of import. A Citizen Open Forum will be placed on each Council agenda, and a citizen comment period will be included at the end of each agenda. Anyone may comment at this time for up to three minutes. Comments and/or inquires should be made in a respectful manner and not cast aspersions on individual council members or the council as a whole. ~~All~~ To strictly comply with the Open Meeting Law, inquires ~~shall~~ ~~ould~~ be responded to, if appropriate, if the information is available at the time or a public response should be forth coming at a future meeting of the Town Council where the inquiry response has been added to the agenda under Town Manager's Report or Announcements from the President. ~~Responses shall be limited to the question at hand and are limited to three minutes. The President shall have the discretion to declare any question or comment duplicative. Such a declaration may be overruled with a two-thirds vote of the Council.~~

Non-residents may speak only with the approval of a vote of the Council. A non-resident of the Town desirous of an opportunity to address the Town Council during a "Citizen Open Forum" or "Citizen Comments" period of a meeting of the Town Council shall be permitted to do so, subject to compliance with the following provisions:

1. Not less than six (6) hours prior to the designated time of commencement of the meeting of the Town Council at which the non-resident wishes to speak, a written request to address the Town Council must be received by the Town Council Clerk from such non-resident via email (addressed to towncouncilclerk@bridgewaterma.org , which shall include:
  - a) The name and street address of said non-resident.
  - b) The name and street address of a resident of the Town who shall be deemed to have invited the non-resident to address the Town Council.
  - c) A brief description of the subject matter upon which the non-resident shall speak.
  - d) If applicable, a non-resident may include a brief statement of the educational, occupational or other training, experience or qualification upon which basis the non-resident professes information, knowledge or expertise, if any, to opine on the subject matter.
2. Within six (6) hours prior to the designated time of commencement of the specific meeting of the Town Council at which the non-resident wishes to speak, but in no case less than two (2) hours prior to such designated time, the Town Council Clerk shall electronically forward to each member of the Town Council a copy of the written request received from such non-resident.
3. During the "Citizen Open Forum" or "Citizen Comments" periods of the meeting, the Town Council assembled shall consider a motion, duly made and seconded, to permit said non-resident to address the Council. An affirmative vote by a majority of the Council members present and voting shall be required to permit the non-resident to address the Council.

Business Owners and Real Property Owners

Notwithstanding the foregoing, the owner of record of a business, real property or leasehold interest in real property located within the Town who is a non-resident of the Town shall be permitted to address the Town Council.

All other provisions of this Section 14 shall be applicable to non-residents.