



Town of Bridgewater

Rules and Procedure Committee

August 26, 2026

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/85441095987>

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

Meeting ID: 854 4109 5987

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) July 1, 2026 Meeting Minutes
- C. Public Comment**
- D. Items Referred**
 - a) Proposed General Ordinance D-FY27-003: An Ordinance Amending Part III of the General Ordinances by Establishing a New Chapter Entitled "Municipal Surveillance Technology"
 - b) Ordinance D-FY27-004: Save Volunteer Services Program (Work-Off) Rules of Eligibility & Administrative Policies & Procedures
 - c) Proposed General Ordinance D-FY27-005: Chapter 220, Article V Water Impact Studies and Town Council Notification
- E. Old Business**
 - a) Proposed Ordinance D-FY26-013: Adopt Chapter 220, Article III – Water Supply Capacity and Development Review
 - b) Proposed Ordinance D-FY26-017: Amend Part II Administrative Code, Chapter 1, Article III, Multiple Members Appointive Bodies
- F. Public Comment**
- G. Adjournment of Meeting**

Town of Bridgewater
Rules and Procedure Committee Agenda
Wednesday, August 26, 2026



Town of Bridgewater

Rules and Procedure Committee

July 1, 2026

6:00 PM

The meeting will be held virtually via Zoom.

To attend via video, click on the link below:

<https://us06web.zoom.us/j/87872820405>

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

Meeting ID: 878 7282 0405

MEETING MINUTES

Call to Order

Councilor Kennedy called the Town Council Rules & Procedures Committee meeting to order at 6:09pm on Wednesday, July 1, 2026. The meeting was held via Zoom.

Council Members Present:

Councilor Trocchio

Councilor Spagone

Councilor Kennedy

Public Comment - None

Items Referred

- a) Order O-FY26-078: Bridgewater Charter Review Committee
Councilor Kennedy read the Order into the record.

Councilor Spagone noted that the Order was straight forward, no issues.

Councilor Trocchio noted that it is important to set guidelines.

Councilor Kennedy noted that this is setting focus, keeping attention to the Charter, left up to the committee with guidelines.

Councilor Spagone made a motion to recommend Order O-FY26-078, which was duly seconded by Councilor Trocchio.

A roll-call vote was taken with the results as follows: McGrath – Yea; Linde – Yea; Kennedy – Yea.
Motion passed 3-0.

b) Proposed General Ordinance D-FY26-004: Amendment to Chapter 3, Article II, Section 1 - Business Ethics and Conduct

Councilor Kennedy noted that the intent was to edit because it was dated, ethics training has changed, department heads have changed and union department heads cannot be included. Also added a few that were not previously in there.

Councilor Spagone noted that we need a clear cut, straight forward process for ethics training.

Councilor Trocchio asked if the Town can require an employee to do ethics training during their on-boarding.

Councilor Kennedy that this gives them 7 days to complete.

Councilor Spagone noted that in order to keep the job, the employee would need to complete within the first few days. Also noted that if the employee has taken the ethics training because of a previous job or on a committee, they can just add the new town.

Councilor Kennedy noted that this is to update and Town Clerk is responsible for keeping track.

Councilor Spagone made a motion to recommend Proposed Ordinance D-FY26-004, which was duly seconded by Councilor Trocchio.

A roll-call vote was taken with the results as follows: McGrath – Yea; Linde – Yea; Kennedy – Yea. Motion passed 3-0.

c) Proposed Ordinance D-FY26-013: Adopt Chapter 220, Article III – Water Supply Capacity and Development Review

Councilor Kennedy noted that this was held back because there was questions on the document and the State had a problem because of MBTA. Need more clarification – looking at doing admin code change.

Councilor Spagone noted it provides better guidelines and standards going forward. Work on together and add some of the language from her previous one submitted.

Councilor Kennedy noted that he is hesitant to move forward because of MBTA.

Councilor Spagone asked if Councilor Kennedy has spoken with anyone from EOAC as she finds it concerning that they have not been receptive. Councilor Kennedy noted that the Town Manager has spoken with them and it is a larger issue, undefined level of autonomy.

Councilor Trocchio believes it is a conflict on how things are being interpreted.

Councilor Spagone made a motion to retain Proposed Ordinance D-FY26-013 in Rules & Procedures Committee, which was duly seconded by Councilor Trocchio.

A roll-call vote was taken with the results as follows: McGrath – Yea; Linde – Yea; Kennedy – Yea.
Motion passed 3-0.

- d) Proposed Ordinance D-FY26-017: Amend Part II Administrative Code, Chapter 1, Article III, Multiple Members Appointive Bodies

Councilor Kennedy noted that Councilor McGrath sponsored this to change the terms of certain boards, committees and commissions.

Councilor Linde through the Town Council Clerk noted that the MGL notes that the Planning Department must be 5 years.

Councilor Spagone looked up the MGL information and found MGL Chapter 41, Section 81A notes that it is between 3 and 5.

Councilor Trocchio asked what was driving the change and Councilor Kennedy noted that he believes she was lining up all the years to be 3 in accordance with the Town Manager.

Councilor Spagone questioned the change of Finance Committee as it is supposed to be three by Town Council, three by Town Clerk and three by Town Manager. Also asked about Affordable Housing Trust.

Councilor Trocchio noted that he would like a better explanation why, does not understand if it's because it needs to be in-line with the Town Manager. He would like to retain the Ordinance at Rules & Procedures and invite Councilor McGrath to discuss further.

Councilor Spagone noted that she is also in agreement, would like more background on Section 14.

Councilor Spagone made a motion to retain Proposed Ordinance D-FY26-017, in Rules & Procedures, which was duly seconded by Councilor Trocchio.

A roll-call vote was taken with the results as follows: McGrath – Yea; Linde – Yea; Kennedy – No.
Motion passed 2-1.

Public Comment

- Councilor Linde noted that most Planning Boards are 5 year terms and we should ask the Town Attorney to see if that can even change. Finance Committee should also stay the same.

Adjournment of Meeting

Councilor Spagone made a motion to adjourn, which was duly seconded by Councilor Trocchio.

A roll-call vote was taken with the results as follows: McGrath – Yea; Linde – Yea; Kennedy – Yea.
Motion passed 3-0.

Meeting adjourned at 6:53pm.



Bridgewater Town Council

Introduced By: Sean Kennedy, Councilor
Date Introduced: 8/11/2026
First Reading: 8/11/2026
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Proposed General Ordinance D-FY27-003: An Ordinance Amending Part III of the General Ordinances by Establishing a New Chapter Entitled "Municipal Surveillance Technology"

ORDERED that the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled vote to amend Part III of the General Ordinances of the Town of Bridgewater by inserting a new Chapter ___, entitled "Municipal Surveillance Technology," containing Article I, entitled "Automated License Plate Reader Systems," as in the attached.

Explanation:

This ordinance prohibits the Town of Bridgewater from acquiring, installing, operating, or directly accessing Flock Safety cameras or any other automated license plate reader system. It applies regardless of whether the technology is obtained through a purchase, grant, donation, free trial, private funding, vendor arrangement, regional network, or another public or private entity.

ALPR systems automatically collect vehicle images, plate numbers, locations, dates, times, and travel information and convert those observations into searchable records. A single observation on a public road may reveal little, but combining records from many cameras and communities can create a detailed history of a vehicle's movements. These records are generally collected without notice or meaningful individual choice and are maintained through privately operated technology platforms whose access, retention, sharing, and expanding capabilities depend on vendor systems, agency settings, contracts, and applicable law.

Emerging technologies demonstrate how quickly license plate surveillance can expand beyond identifying vehicles. Systems such as Leonardo's ELSAG SignalTrace are being developed to associate license plate records with signals from phones, smartwatches, fitness trackers, and other electronic devices traveling inside a vehicle. As these capabilities continue to develop faster than legislative safeguards and public oversight, this ordinance pauses Town participation in ALPR systems. The Town may reconsider the issue in the future if the technology, applicable law, and available protections provide a clearer and more accountable framework for municipal use, including reliable safeguards against the transfer, retention, or aggregation of locally collected data in privately operated databases or broader data-sharing networks.

NOT FOR ACTION - FIRST READING

VOICE VOTE TO REFER TO RULES & PROCEDURES

The ordinance preserves the Police Department's ability to receive and review specific information lawfully provided in connection with a particular incident or investigation. Implementation is assigned to the Town Manager or the Town Manager's designee.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• Town Council	• 8/11/26: Referred ot Rules & Procedures
•	•
•	•

- Attachments:
1. D-FY27-003 Attachment Memorandum
 2. D-FY27-003 Attachment

MEMORANDUM

Supporting Memorandum: Automated License Plate Reader Systems

This memorandum provides additional background supporting the proposed ordinance. It is intended as legislative background and is not part of the codified ordinance.

Privately operated, government-searchable movement records

Automated license plate reader systems collect vehicle images, plate numbers, locations, dates, times, vehicle characteristics, and travel information and convert those observations into searchable records. The records are collected automatically as vehicles pass roadside cameras, generally without notice or meaningful individual choice. Participating agencies may search or receive alerts through privately operated platforms whose access, retention, sharing, and integrations depend on vendor systems, agency settings, contracts, and applicable law.

Aggregation changes the nature of observation

A single vehicle sighting on a public road may reveal little. The policy concern arises when many observations are retained, searched, and combined across time and across multiple cameras or communities. That aggregation can create a detailed account of a vehicle's movements and associations that would be difficult to reproduce through ordinary human observation.

Local retention does not necessarily control copies elsewhere

A short local retention period may reduce the amount of data kept directly under Town control, but it may not determine whether duplicate records have been shared with or retained by a vendor, another agency, or a broader network. The practical effect of a deletion policy therefore depends on how the system is configured, where records are stored, what sharing has occurred, and which legal or evidentiary obligations apply.

Routine database access differs from incident-specific police work

The ordinance distinguishes routine or automated access to a searchable ALPR system from traditional, incident-specific police work. It preserves manual plate checks and the receipt and review of particular information or images lawfully provided in connection with a specific incident, traffic stop, investigation, or call for service.

Developing legal and policy framework

The legal and policy standards governing large-scale location information, privately maintained databases, interagency access, retention, and automated surveillance continue to develop. The ordinance reflects a legislative policy choice to discontinue Town participation while those standards and safeguards remain unsettled. The Town Council may reconsider the issue in the future if applicable law, technical controls, contractual protections, and public oversight provide a clearer and more accountable framework for municipal use.

PART III GENERAL ORDINANCES
CHAPTER ___ MUNICIPAL SURVEILLANCE TECHNOLOGY
ARTICLE I AUTOMATED LICENSE PLATE READER SYSTEMS

§ ___-1. Purpose.

The purpose of this article is to prohibit the acquisition, operation, access, and use by or on behalf of the Town of automated license plate reader systems and data obtained through such systems.

§ ___-2. Definitions.

As used in this article:

ALPR DATA. Any license plate number, vehicle image or description, location, date, time, direction of travel, alert, search result, or associated metadata collected, generated, received, or derived through an ALPR System.

AUTOMATED LICENSE PLATE READER SYSTEM or ALPR SYSTEM. A camera or sensor, together with associated software, databases, networks, or services, that automatically captures an image of a license plate or vehicle, converts or analyzes the image, and records the observation with its date, time, location, or other travel information. The term includes systems and services offered by Flock Safety and any substantially similar or successor technology.

§ ___-3. Prohibited activities.

The Town may not, directly or through another person or entity:

- A.** Purchase, lease, accept, install, operate, maintain, test, or use an ALPR System;
- B.** Apply for, accept, or expend any grant, donation, forfeiture proceeds, private funding, free trial, equipment loan, or other funding or assistance for an ALPR System;
- C.** Enter into, renew, extend, expand, or replace any contract, subscription, license, memorandum of understanding, data-sharing agreement, or other arrangement involving an ALPR System or ALPR Data;
- D.** Request or arrange for another person or entity to undertake an activity prohibited by this section.

This section applies regardless of the source of funding, ownership or location of the equipment, or whether the equipment, service, or data is provided without charge.

§ ___-4. Existing systems and agreements.

- A.** No prior grant acceptance, procurement action, authorization, or agreement authorizes continued Town use of an ALPR System after the effective date of this article, except to the extent determined by the Town Manager or the Town Manager's designee to be necessary to satisfy or lawfully conclude a binding legal or contractual obligation.
- B.** No agreement involving an ALPR System or ALPR Data may be renewed, extended, expanded, or replaced with a substantially similar system or service.
- C.** The Town Manager or the Town Manager's designee must take all legally and contractually permissible actions to:
 - 1.** Discontinue Town operation, access, and use of each ALPR System;
 - 2.** Deactivate or remove equipment installed for or on behalf of the Town;
 - 3.** Prevent further collection of ALPR Data for or on behalf of the Town; and
 - 4.** Terminate, or provide notice of nonrenewal of, any related agreement at the earliest legally permissible time.
- D.** The Town Manager or the Town Manager's designee must request deletion of ALPR Data collected for or on behalf of the Town and, when reasonably available, obtain confirmation of deletion, except where retention is required by law, court order, records-retention requirement, litigation hold, or evidentiary obligation.

§ ___-5. Exceptions.

This article does not prohibit:

- A. The manual observation, recording, or checking of a license plate in connection with a specific incident, traffic stop, investigation, or call for service;
 - B. Receipt and review of specific information lawfully provided in connection with a particular incident or investigation;
 - C. Review of a particular photograph or recording lawfully obtained in connection with a specific incident.
 - D. The use of body-worn cameras, provided that footage from such cameras is not subjected to automated license plate recognition or used to create ALPR Data; or
 - E. Conduct expressly required by state or federal law or by order of a court of competent jurisdiction.
- Nothing in this section authorizes routine or automated access to an ALPR System, network, or database.

§ ____-6. Administration.

The Town Manager or the Town Manager's designee must administer this article.

Section 2. Implementation report. Within 45 days after the effective date of this ordinance, the Town Manager or the Town Manager's designee must submit a report to the Town Council identifying:

- A. Each ALPR System currently possessed, operated, or accessible by the Town;
- B. Any related grant, contract, subscription, or data-sharing agreement;
- C. The status of discontinuation, termination, nonrenewal, removal, and data deletion;
- D. Any legal or contractual impediment to complete discontinuation; and
- E. The anticipated date of termination or expiration of any agreement that cannot immediately be concluded.

Section 3. Severability. If any provision of this ordinance or its application is held invalid, the remaining provisions and applications are not affected.

Section 4. Effective date. This ordinance takes effect in accordance with the Bridgewater Home Rule Charter.

EXPLANATION

This ordinance prohibits the Town of Bridgewater from acquiring, installing, operating, or directly accessing Flock Safety cameras or any other automated license plate reader system. It applies regardless of whether the technology is obtained through a purchase, grant, donation, free trial, private funding, vendor arrangement, regional network, or another public or private entity.

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Emerging technologies demonstrate how quickly license plate surveillance can expand beyond identifying vehicles. Systems such as Leonardo's ELSAG SignalTrace are being developed to associate license plate records with signals from phones, smartwatches, fitness trackers, and other electronic devices traveling inside a vehicle. As these capabilities continue to develop faster than legislative safeguards and public oversight, this ordinance pauses Town participation in ALPR systems. The Town may reconsider the issue in the future if the technology, applicable law, and available protections provide a clearer and more accountable framework for municipal use, including reliable safeguards against the transfer, retention, or aggregation of locally collected data in privately operated databases or broader data-sharing networks.

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The ordinance distinguishes routine or automated access to a searchable ALPR system from traditional, incident-specific police work. It preserves manual plate checks and the receipt and review of particular information or images lawfully provided in connection with a specific incident, traffic stop, investigation, or call for service.

Developing legal and policy framework

The legal and policy standards governing large-scale location information, privately maintained databases, interagency access, retention, and automated surveillance continue to develop. The ordinance reflects a legislative policy choice to discontinue Town participation while those standards and safeguards remain unsettled. The Town Council may reconsider the issue in the future if applicable law, technical controls, contractual protections, and public oversight provide a clearer and more accountable framework for municipal use.



Bridgewater Town Council

Introduced By: Kevin Perry, Councilor
Date Introduced: 8/11/2026
First Reading: 8/11/2026
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Ordinance D-FY27-004: Save Volunteer Services Program (Work-Off) Rules of Eligibility & Administrative Policies & Procedures

WHEREAS, the Senior Volunteer Services Program pursuant to MGL c. 59, Sec. 5K (the “Program”) provides a mechanism to allow senior resident in a Massachusetts municipality, to volunteer services to the municipality in exchange for a reduction of the assessed real property tax obligations applicable to the domicile of the veteran (or spouse, if applicable), subject to a maximum reduction not to exceed \$2,000 for any single tax period; and

WHEREAS the Program allows an approved representative to provide such services on behalf of and in place of a senior physically unable to offer such services to the municipality.

NOW, THEREFORE, be it ordained that the Town Council of the Town of Bridgewater duly assembled, vote the acceptance of Massachusetts General Laws, Chapter 59, Section 5K, local rules of eligibility and Administrative Policies & Procedures as follows, all such provisions to be deemed effective and applicable to assessed real property taxes commencing in fiscal year 2027. All Mass General Laws shall supersede any local program rules.

A. Rules of Eligibility:

1. The hourly rate at which the tax reduction is to be computed; is the minimum wage of the commonwealth;
2. January 1 will be the effective date a volunteer must meet the ownership, domicile, age or any other eligibility criteria or must be the assessed owner of the property or over 60 years of age at the time the work is performed;
3. The volunteer needs to be domiciled on their property for 5 years to qualify;
4. SAVE work done will not impede or replace town employees’ duties or responsibilities;
5. A volunteer can't exceed three consecutive years of work unless no other applicant can perform such duties needed to fulfil the town's needs;

NOT FOR ACTION - FIRST READING

VOICE VOTE TO REFER TO BUDGET & FINANCE AND FINANCE COMMITTEE

6. An approved representative may provide services on behalf of and in place of a senior physically unable to offer such services to the municipality as voted at town meeting on 11/8/2010;
7. If there are more qualified applicants for participation in the Program than the Town has budgeted for or has a need for in any particular year, priority shall be given to applicants in the order of experience unless otherwise noted
8. The number of volunteers depends on the annual budget determined by the Chief Assessor with consultation of the Finance Director and Town Manager;
9. Types of work performed will be determined by the Department Heads of such volunteers.
10. if the Town Council votes to approve current employees to be eligible for either SAVE program then all criteria must be met per the conditions set by the Town.

B. Administrative Policies and Procedures

1. Per the Bridgewater Massachusetts Town Code; and
2. The towns standard operating procedure for S.A.V.E. and Veterans Abatement Programs; and
3. Additionally, the SAVE Committee shall by vote adopt any further rules that are not inconsistent with the foregoing, and which are consistent with the intent of MGL c. 59, Section 5K to aid in the administration of this Ordinance.

Explanation:

This ordinance shall ensure the program shall be the most beneficial to the town and participants of this program and ensure fairness to eligible participants while providing a valuable source of volunteer labor to the Town of Bridgewater and a beneficial reduction in the volunteer's tax bill.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• Town Council	• 8/11/26: Referred to Rules & Procedures
•	•
•	•

Attachments: None

NOT FOR ACTION - FIRST READING

VOICE VOTE TO REFER TO BUDGET & FINANCE AND FINANCE COMMITTEE



Bridgewater Town Council

Introduced By: Sean Kennedy, Councilor
Mary McGrath, Councilor
Date Introduced: 8/11/2026
First Reading: 8/11/2026
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Proposed General Ordinance D-FY27-005: Chapter 220, Article V Water Impact Studies and Town Council Notification

ORDERED: That Part III of the Bridgewater Town Code, General Ordinances, Chapter 220, Water and Sewer, is amended by adding the following Article V:

Section 1. Purpose, Administration, and Scope

This Article establishes Water Impact Study requirements for development that may create significant demand upon Bridgewater's municipal water system and requires timely informational notice to the Town Council.

The Town Manager or designee is responsible for administering this Article.

Nothing in this Article changes zoning, alters the authority or statutory deadlines of a permitting board or municipal official, or transfers permitting, administrative, or technical authority to the Town Council.

For development proceeding under M.G.L. c. 40B, §§ 20 through 23, this Article applies only to the extent its requirements have not been superseded, waived, or incorporated into the comprehensive-permit process.

Section 2. Definitions and Demand Calculations

Full Development means the entire proposed development at reasonably foreseeable buildout, including related lots, buildings, phases, uses, ownership entities, and applications.

Title 5 Design Flow means the applicable design-flow calculation established under 310 CMR 15.203.

Water Impact Study or **WIS** means a technical study evaluating projected daily water demand and the anticipated effect of a development on the Town's water supply, treatment, pumping, storage, pressure, transmission, and distribution systems.

Residential demand must be calculated using the applicable Title 5 design flow.

Commercial, industrial, hotel, motel, restaurant, and other nonresidential demand must be calculated using the maximum applicable Title 5 design flow. Hotel and motel calculations must use guest-room count, and

NOT FOR ACTION - FIRST READING

VOICE VOTE TO REFER TO RULES & PROCEDURES

restaurant calculations must use maximum authorized seating. Separate or accessory uses must be included when Title 5 assigns them additional design flow.

For mixed-use development, each component must be calculated separately under Title 5 and combined to determine the projected demand of the Full Development. When a final bedroom count has not been established, the Town Manager or designee may determine the maximum reasonably possible bedroom count from the floor area, layout, occupancy, and development plans.

Section 3. Developments Requiring a Water Impact Study

A Water Impact Study is required for:

- A.** New residential development containing two or more dwelling units;
- B.** A subdivision, resubdivision, phased subdivision, or coordinated residential development containing more than five cumulative homes;
- C.** Residential development containing or proposing 15 or more cumulative bedrooms;
- D.** Commercial or industrial development, including the nonresidential portion of a mixed-use development will be considered to have a projected daily demand equal to or greater than 75 gallons per day per 1,000 square feet; and
- E.** An expansion, conversion, change of use, amendment, additional phase, or redevelopment that causes a development to meet a threshold in this Section or increases demand beyond the amount evaluated in a prior WIS.

Water-service pipe size does not independently determine whether a WIS is required.

Section 4. Referrals, Exemptions, and Cumulative Review

A. Zoning Board of Appeals and Planning Board referrals

After an application has been filed, the Zoning Board of Appeals or Planning Board must refer it to the Town Manager or designee when the requested waiver, variance, special permit, subdivision approval, amendment, or other relief may increase the number of units, homes, lots, bedrooms, guest rooms, restaurant seats, commercial floor area, occupancy, or projected water demand.

Within ten business days after referral, the Town Manager or designee must issue a written determination stating whether a WIS is required and identifying the applicable threshold. The determination must be provided to the referring board, applicant, and property owner.

A referral does not affect the application's filing date or completeness, extend a statutory deadline, or alter the referring board's authority. When a board must act before a required WIS is completed, the WIS may remain a condition of final municipal water-service authorization to the extent permitted by law.

B. Residential exemptions

A WIS is not required solely because of:

- 1. The creation of one lawful accessory dwelling unit; or
- 2. An addition, alteration, renovation, reconstruction, repair, or other improvement to an existing one-family or two-family property,

provided that the work does not otherwise meet a threshold in Section 3.

The exemption does not apply when the work is part of a related, phased, expanded, resubdivided, or coordinated development.

C. Cumulative and phased development

Related plans, applications, parcels, buildings, phases, uses, or ownership entities must be considered together when they have common or related ownership or control, share infrastructure, involve coordinated permitting or construction, or form part of a common or reasonably foreseeable development plan.

Development must not be divided, phased, transferred, or presented through separate applications for the purpose or effect of avoiding this Article. All thresholds and demand calculations must include the Full Development.

D. Previously approved subdivisions

A previously approved subdivision is not automatically subject to a WIS solely because construction continues within the scope of its existing approval.

A later amendment, expansion, resubdivision, or additional phase is subject to this Article when the cumulative development exceeds five homes or otherwise meets a threshold in Section 3.

A WIS required under this subsection must evaluate the Full Development but does not, by itself, reopen or modify an existing approval. Development of an individual lot does not independently trigger a WIS when no expansion, resubdivision, or additional phase is proposed.

Section 5. Water Impact Study Requirements

The applicant is responsible for preparing and submitting a required WIS. The Town Manager or designee may require that the study or a technical component be prepared or certified by a qualified professional.

A WIS must, at minimum, evaluate:

- A.** Projected daily water demand, expressed in gallons per day, with the applicable Title 5 calculations and supporting assumptions;
- B.** Existing water pressure and the anticipated effect of the Full Development on available pressure, using a pressure test, hydraulic analysis, or other appropriate technical evaluation;
- C.** The Full Development and all related phases at reasonably foreseeable buildout;
- D.** Anticipated effects on supply, treatment, pumping, storage, transmission, distribution, pressure, fire flow, and infrastructure; and
- E.** Any proposed demand limitation, infrastructure improvement, phasing condition, operational restriction, or other mitigation.

These are minimum requirements. The Town Manager or designee may require additional information, testing, calculations, modeling, or analysis reasonably necessary to evaluate the development's effect on the municipal water system.

The Town Manager or designee may establish written forms, technical standards, and administrative procedures consistent with this Article. Generally applicable standards must be publicly available and applied consistently to similarly situated developments.

A required WIS must be completed before final municipal authorization for water service associated with the development, to the extent that the authorization remains within the Town's lawful authority.

Section 6. Town Council Notification

A municipal office, department, or board receiving a WIS must forward the study and date of receipt to the Town Manager or designee without unnecessary delay.

Within five business days after receipt, the Town Manager or designee must transmit the WIS, as received, to the Council Clerk. The transmission must include available information identifying the property, applicant, owner, project, applicable development measurements, projected daily demand, date received, and review status. Missing information does not postpone transmission.

NOT FOR ACTION - FIRST READING

VOICE VOTE TO REFER TO RULES & PROCEDURES

Within two business days after receipt, the Council Clerk must distribute the materials electronically to every member of the Town Council.

Within five business days after a final written administrative disposition is issued, the Town Manager or designee must transmit the disposition and any material final technical analysis, demand limitation, infrastructure requirement, mitigation measure, or phasing condition to the Council Clerk. The Council Clerk must distribute the materials to every member of the Council within two business days.

The same notification process applies to a material amendment, withdrawal, expiration, suspension, or revocation of the final disposition.

Notification under this Section is informational only. Distribution does not constitute approval or a finding that the WIS is complete, sufficient, or accurate. No action by the Town Council is required as part of the WIS or associated permitting process.

Section 7. Existing Developments and Transitional Review

A development approved before the effective date of this Article is not automatically required to obtain a WIS solely because approved work remains incomplete or under construction.

A new application, expansion, subdivision amendment, resubdivision, additional phase, change of use, or other material modification submitted after the effective date remains subject to this Article.

For 90 days after the effective date, the Town Manager or designee may review an unfinished development approved before the effective date that would have met a threshold in Section 3.

A WIS may be required through transitional review only when:

- A.** The Town retains lawful authority over a pending or continuing water-service authorization or otherwise retains authority to require additional water-system information;
- B.** Written findings identify a potential material impact on the municipal water system based on the remaining development, projected demand, pressure impact, and remaining buildout;
- C.** The owner and applicant receive written notice and at least ten business days to respond; and
- D.** Town Counsel confirms in writing that the Town retains lawful authority to require the WIS and that the requirement does not unlawfully impair vested rights or conflict with an existing approval or applicable law.

A transitional designation must be issued within the 90-day period. It does not reopen or modify an existing land-use approval and may be used only in connection with a matter over which the Town retains lawful authority.

Sections 5 and 6 apply to a WIS required through transitional review.

Explanation:

This ordinance addresses a serious transparency and planning gap involving major development and Bridgewater's municipal water system.

Significant projects have previously advanced without a Water Impact Study or a clear explanation of why one was not required. Where studies were completed, no formal process existed to ensure that the Town Council received timely information about the development, anticipated water demand, study findings, or final administrative disposition.

The ordinance replaces water-service pipe size as the primary threshold with measurable development standards. A WIS is required for residential development involving two or more units, subdivisions containing more than five homes, residential development containing 15 or more bedrooms, and commercial or industrial

development exceeding a single projected-demand threshold. Projected demand is calculated using the applicable Title 5 standards.

Every WIS must evaluate projected daily demand, water pressure, full buildout, anticipated system impacts, and proposed mitigation. Related phases and applications must be evaluated together so a project cannot be divided to avoid review. Applications before the Zoning Board of Appeals or Planning Board that may increase water demand must also be referred for evaluation.

Completed studies and final administrative dispositions must be provided to the Town Council for informational purposes. The ordinance does not change zoning or transfer permitting or technical authority to the Council. The Town Manager or designee continues to administer the WIS process, while the Council receives the information needed for legislative oversight, budgeting, infrastructure planning, water policy, and public accountability.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• Town Council	• 8/11/26: Referred to Rules & Procedures
•	•
•	•

Attachments: None

NOT FOR ACTION - FIRST READING
VOICE VOTE TO REFER TO RULES & PROCEDURES



Bridgewater Town Council

Introduced By: Sean Kennedy, Councilor
Johnny Loreti, Councilor
Date Introduced: 3/17/2026
First Reading: 3/17/2026
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Proposed Ordinance D-FY26-013: Adopt Chapter 220, Article III – Water Supply Capacity and Development Review

WHEREAS, the Town of Bridgewater is authorized pursuant to the police powers granted under Massachusetts General Laws Chapter 40, §21 et seq., and its authority to manage, protect, and regulate municipal water systems, to adopt ordinances necessary to protect the public health, safety, and welfare; and

WHEREAS, the Town of Bridgewater operates a public water supply system subject to operational, seasonal, and regulatory constraints, including but not limited to source availability, treatment capacity, distribution limitations, and emergency conditions; and

WHEREAS, the availability of potable water supply is a fundamental prerequisite to public health, fire protection, emergency response, and the safe occupancy of buildings and structures; and

WHEREAS, periods of reduced water system capacity may arise due to infrastructure maintenance, source impairment, regulatory compliance requirements, drought conditions, or other operational factors beyond the Town's immediate control; and

WHEREAS, it is necessary and appropriate for the Town to ensure that new development and intensified uses do not exceed the Firm Capacity of the municipal water system; and

WHEREAS, the Town has a compelling interest in reserving sufficient water system capacity to meet fire protection and emergency response demands required under applicable fire code authority, including for industrial and warehouse uses; and

WHEREAS, the regulation of water supply capacity is distinct from land use regulation and zoning, and applies neutrally and uniformly to all development regardless of use, location, or zoning district; and

NOT FOR ACTION - FIRST READING
REFER TO RULES & PROCEDURES

WHEREAS, nothing in this Ordinance is intended to prohibit development, but rather to ensure that development proceeds in a manner consistent with available infrastructure and public safety requirements; and

WHEREAS, the Town Council finds that requiring case-specific water availability determinations supported by written findings prepared by qualified municipal officials is a reasonable, narrowly tailored, and legally defensible means of protecting the Town's water supply and public safety; and

WHEREAS, the Town Council further finds that establishing clear administrative standards for water capacity review will promote consistency, transparency, and predictability in permitting decisions while preserving flexibility to respond to changing system conditions;

NOW THEREFORE, the Town Council of Bridgewater, Massachusetts, in Town Council assembled, hereby adopts Chapter 220, Article III – Water Supply Capacity and Development Review, as set forth on the attached.

Explanation of Proposed Ordinance

The proposed ordinance establishes a formal process for evaluating whether the Town's water system has sufficient capacity to support new development and increased water demand.

The Town's public water system operates under a variety of physical and regulatory constraints, including source capacity, treatment limits, distribution infrastructure, and state regulatory requirements. Periods of reduced capacity may occur due to infrastructure maintenance, regulatory compliance requirements, drought conditions, or emergency system conditions.

The purpose of this ordinance is to ensure that new development proceeds only when the municipal water system has sufficient reliable capacity to safely support that development without compromising public health, fire protection, or emergency response.

The ordinance establishes a process known as a Water Availability Determination (WAD). This determination evaluates whether the Town's water system has sufficient Firm Capacity to serve the projected demand associated with a proposed project.

Firm Capacity is defined using a standard engineering approach used by public water systems. It represents the amount of water the system can reliably provide when the largest supply source is unavailable for service. This ensures that the system remains capable of meeting demand even during equipment failure or maintenance conditions.

For projects that may significantly increase water demand, the ordinance requires a 2-Dimensional Water Supply Impact Study. This study evaluates the projected water demand associated with the project and compares that demand to the Town's available water supply capacity.

The ordinance also ensures that water capacity necessary for fire protection and emergency response is reserved and cannot be consumed by new development. This protects the Town's ability to meet required fire flow standards for industrial, commercial, and residential buildings.

The ordinance does not prohibit development. Instead, it ensures that development proceeds in a manner consistent with available infrastructure. Where water capacity is limited, projects may still proceed if the applicant reduces demand, phases development, or provides permanent infrastructure improvements.

The ordinance is administered by the Town Manager as the chief administrative officer of the Town, with technical determinations prepared through the Department of Public Works and the Water Superintendent.

The ordinance applies uniformly to all development town-wide and does not alter zoning regulations or land use approvals. It establishes an infrastructure capacity review process intended to protect public safety and ensure responsible long-term management of the Town's water system.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• Town Council	• 3/17/26: Referred to Rules & Procedures
• Rules & Procedures	• 4/3/26: Voted to continue to next meeting. • 7/1/26: Voted to continue to next meeting.
•	•

Attachments: 1. Water Supply Capacity and Development Order Attachment

Chapter 220.

Article III.

Water Supply Capacity and Development Review

****Section 1.**

Purpose**

The purpose of this Article is to ensure that new development and intensified uses do not exceed the Town's available water supply capacity, impair public health and safety.

****Section 2.**

Applicability**

A Water Availability Determination ("WAD") shall be required prior to the issuance by the Town of any written permission, permit, or authorization to connect to, activate, expand, or modify service from the municipal water system (a "Municipal Water Service Authorization") for any project that:

- (a) creates a new water service connection; or
- (b) increases the size of an existing service connection; or
- (c) materially increases potable water demand, as determined pursuant to administratively adopted demand calculation standards.

For projects that require municipal water service for occupancy, the Building Commissioner may require proof of an issued WAD as part of the building permit application submission materials.

Such determination shall apply to:

- a) all new construction that requires a new water service connection; and
- b) any addition, alteration, or change of use that materially increases water demand; with the exception of Accessory Dwelling Units (ADUs) as provided herein.

This Article shall apply town-wide and to all uses, regardless of zoning district.

****Section 3.**

Definitions**

For purposes of this Article, the following terms shall have the meanings indicated:

Application

A complete written submission for a WAD on forms and with contents established by the Town Manager or designee, including demand calculations, plans, and supporting documentation.

Water Availability Determination (WAD)

A written administrative determination issued under this Article stating whether Firm Capacity exists to reliably serve the project's projected demand, subject to any terms applicable to Municipal Water Service Authorization.

Municipal Water Service Authorization

Any written permission, permit, approval, or authorization issued by the Town to connect to, activate, expand, or modify service from the municipal water system, including permission to make a connection, issuance of a service permit, or authorization to activate service.

Non-Permanent Capacity

Any water supply, treatment, storage, or interconnection capacity that is emergency, provisional, interim, mobile, rental, short-term contractual, not fully permitted/authorized for sustained municipal use, or otherwise not reasonably reliable for long-term planning purposes.

Average Day Demand (ADD)

The projected average daily potable water demand attributable to a proposed project, expressed in gallons per day (GPD).

Firm Capacity

Firm Capacity shall mean the maximum reliable potable water supply that the municipal water system can provide when the largest individual water supply source is unavailable for service.

Firm Capacity shall be calculated as the reliable operational capacity of all permanent water supply sources currently in service, including wells and treatment facilities, subject to applicable regulatory limits, minus the maximum operational yield of the largest individual water supply source.

The inputs used in calculating Firm Capacity shall reflect the actual operational condition of the municipal water system at the time an application subject to this Article is deemed complete, including:

- a. the operational capacity of wells, treatment facilities, and other permanent sources of supply currently in service;
- b. applicable regulatory limits governing the water system, including water withdrawal permits issued by the Massachusetts Department of Environmental Protection;
- c. known operational constraints affecting the water system at the time of determination; and
- d. the reservation of sufficient system capacity necessary to maintain adequate fire protection and emergency response capability.

2-Dimensional Water Supply Impact Study (2D Study)

A study that quantifies projected Average Day Demand attributable to a proposed project and compares such demand to the Town's Firm Capacity at the time of application.

****Section 4.**

2-Dimensional Water Supply Impact Study Requirement**

A 2-Dimensional Water Supply Impact Study shall be required for any project that meets any of the following criteria:

- a) Any proposed new water service connection greater than one (1) inch in diameter, or any increase of an existing service connection to a size greater than one (1) inch;
- b) Any project creating four (4) or more additional dwelling units, including multifamily buildings, townhouses, subdivisions, or cumulative residential development under common ownership or control;
- c) Any project projected based on Massachusetts Title 5 (310 CMR 15.000) demand calculation standards to increase Average Day Demand by five thousand (5,000) gallons per day or more; or
- d) Any project below the foregoing thresholds where, based on written findings the Water Superintendent, determines that site-specific conditions indicate a material risk to water supply reliability.
- e.) The Town Manager or designee may require independent peer review of a 2D Study or related technical submittals when reasonably necessary due to project size, potential impacts, or complexity. Consultant review fees, if imposed, shall be assessed and administered in accordance with M.G.L. c. 44, §53G and any rules adopted thereunder. Fixed administrative fees

for WAD processing, if any, shall be established pursuant to M.G.L. c. 40, §22F and applicable local vote.

****Section 5.**

Capacity Determination Standard**

No approval subject to this Article shall be issued unless the Town Manager or designee, determines that Firm Capacity exists to reliably serve the proposed demand, accounting for current system conditions, operational limitations, requires reserves and applicable restrictions, at the time of application and anticipated occupancy.

All capacity determinations required under this Article shall be supported by written findings prepared in accordance with administratively adopted procedures approved by the Town Manager or Designee.

No WAD Application shall be deemed complete, and no Municipal Water Service Authorization subject to this Article shall be issued, unless and until a WAD is issued in accordance with this Article

****Section 6.**

Seasonal and Restricted Conditions**

Capacity determinations shall be based on the most restrictive predictable operating condition, including seasonal peak demand periods and recurring water use restrictions. Average annual conditions shall not be relied upon where they do not reflect known periods of system stress.

****Section 7.**

Temporary or Emergency Capacity**

(A) General Rule.

Non-Permanent Capacity shall not be included as Firm Capacity for purposes of approving permanent or long-term increases in water demand.

(B) Written-Findings Exception.

Capacity that would otherwise be classified as Non-Permanent Capacity may be included in Firm Capacity only upon written findings by the Town Manager or designee that such capacity is:

- (1) legally authorized and fully permitted/approved for sustained municipal use as required;
- (2) reasonably reliable for long-term planning purposes; and
- (3) not merely an emergency, provisional, or short-term measure.

(C) Limit on Scope of Conditions.

Nothing in this Section authorizes the Town Council to issue conditional land-use approvals. Any time limits or conditions pursuant to this Section shall attach only to Municipal Water Service Authorization and/or to the WAD itself.

****Section 8.**

Fire Protection and Emergency Reserve Capacity**

In determining Firm Capacity the Town Manager or designee shall reserve sufficient system capacity to meet the maximum fire-flow and emergency response demands required under applicable fire code authority, including but not limited to industrial and warehouse uses. Such reserved capacity shall not be considered available for new or intensified development.

The determination of such reserved capacity shall account for required fire-flow rates, duration, storage availability, delivery capability, and simultaneous system demands, and shall be evaluated based on current system conditions.

The Town Manager or designee shall consult with the Fire Chief or the Fire Chief's designee for the purpose of establishing baseline fire protection and emergency response assumptions applicable to capacity determinations under this Article. Such consultation shall be documented in writing and may be relied upon for subsequent capacity determinations unless material changes in system conditions, land use, or applicable fire code requirements occur.

Individual project-specific consultation may not be required where the capacity determination is consistent with the established baseline assumptions. The absence of additional consultation shall not invalidate a capacity determination otherwise supported by written findings.

****Section 9.**

Relation to Other Reviews**

This Article establishes a water supply capacity determination only and does not replace or supersede requirements for fire protection, fire flow, hydrant spacing, residual pressure, distribution system design, or other life-safety or technical reviews required under applicable codes, regulations, or permitting processes, which shall be reviewed separately under applicable fire code authority.

****Section 10.**

Mitigation and Phasing**

Where capacity is constrained A WAD may be issued only upon a showing, supported by the 2D Study and written findings, that projected demand will be reduced, or that permanent infrastructure improvements or enforceable phasing of Municipal Water Service Authorization will ensure that Firm Capacity is not exceeded.

****Section 11.**

Enforcement**

Failure to comply with this Article shall constitute grounds for denial, suspension, or revocation of any permit or approval issued by the Town.

Administration and Delegation

This Article shall be administered by the Town Manager as the Town's chief administrative officer pursuant to the Bridgewater Home Rule Charter, including Article IV, §4-2(2) and §4-2(21). The Town Manager may delegate technical review and issuance of Water Availability Determinations to qualified municipal officials or consultants retained by the Town; actions taken under such delegation shall be deemed acts of the Town Manager.

****Section 12.**

Severability**

If any provision of this Article is held invalid, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.



Bridgewater Town Council

Introduced By: Mary McGrath, Councilor
Date Introduced: 6/16/2026
First Reading: 6/16/2026
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Proposed Ordinance D-FY26-017: Amend Part II Administrative Code, Chapter 1, Article III, Multiple Members Appointive Bodies

WHEREAS, In accordance with the provisions of the Bridgewater Home Rule Charter relative to amendments to the Administrative Code, it is therefore;

Ordered that; the Town Council of the Town of Bridgewater, Massachusetts in Town Council assembled vote to amend the Bridgewater Administrative Code, Part II, Chapter 1, Article III, Multiple Members Appointive Bodies as follows:

Section 2 Affordable Housing Trust

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 Trustee shall be appointed by Town Manager for staggered **three** ~~two~~- year term.

Section 3 Agricultural Commission

There shall be an Agricultural Commission consisting of three members, **appointed by the Town Manager for three-year term.**

Section 4 Board of Assessors

There shall be a Board of Assessors consisting of three members, **appointed by the Town Manager for three-year term.**

Section 5 Cable Advisory Committee

There shall be a Cable Advisory Committee consisting of three members, **appointed by the Town Manager for three-year term.**

Section 8 Conant Trust Fund Committee

NOT FOR ACTION - FIRST READING
VOICE VOTE TO REFER TO RULES & PROCEDURES

There shall be a Conant Trust Fund Committee consisting of five members, **appointed by the Town Manager**. Members will serve ~~three five~~ year staggered terms.

Section 10 Disability Commission

There shall be a Disabilities Commission consisting of five members, **appointed by Town Manager for three-year term**.

Section 11A Diversity, Equity, Inclusion and belonging (DEI&B) Committee

There shall be a Diversity, Equity, Inclusion and Belonging (DEI&B) Committee consisting of at least five members and no more than nine members, **appointed by the Town Manager for three-year term**.

Section 13 Energy Committee

There shall be an Energy Committee consisting of three members **appointed by the Town Manager for three-year term**.

Section 14 Financial Committee

There shall be a Financial Committee, consisting of nine members **appointed by the Town Manager for three-year term**.

Section 15 Board of Health

There shall be a Board of Health consisting of three regular members, on whom shall be a physician or healthcare professional **appointed by the Town Manager for three-year term**.

Section 17 Historical Commission

There shall be a Historical Commission consisting of five regular members and two alternate members **appointed by the Town Manager for three-year term**.

Section 18 Housing Authority

Members shall serve for ~~three five~~ year term.

Section 19 Housing Partnership Committee

There shall be a Housing Partnership Committee to be composed of five members, **to serve for three-year term**.

Section 23 Planning Board

The Town Manager shall appoint Planning Board members for terms of ~~three five~~ (5) years

Section 26A Tree Committee

There shall be a Tree Committee consisting of seven members **serving for three-year term**.

Explanation:

All committees, commissions and boards shall be for a three-year term, with the exception of the Cultural Council. In Section 10 Cultural Council, it states; Members shall not be appointed to more than two consecutive terms in accordance with MGL C. 10 Section 58. Also, some Committees, Commissions and Boards did not state that the Town Manager appoints the members.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
• Town Council	• 6/16/26: Voted to refer to Rules & Procedures
• Rules & Procedures	• 7/1/26: Voted to retain at Rules & Procedures
•	•

Attachments: None