

# TOWN OF BRIDGEWATER

## OFFICE OF THE TOWN COUNCIL



### Budget & Finance Committee Meeting Joint Meeting with Finance Committee Virtual Meeting via Zoom© Agenda

#### ***Committee Members:***

*Dennis Gallagher, Chair  
At-Large Councilor*

*Shawn George, Member  
District 3 Councilor*

*Matthew Rushton, Member  
At-Large Councilor*

***Location:*** Virtual Via Zoom©

To Attend Via Video, Click the Link Below:

[Click here to Join Budget & Finance Joint Committee Meeting with Finance Committee - 04/26/21](#)

Call In: 1-646-876-9923

Meeting ID: 998 3565 6732

***Date &*** April 26, 2021

***Time:*** 6:30 p.m.

### Agenda

- A. Call to Order
- B. Approval of Minutes:
  - April 22, 2021
- C. Legislation Referred:
  - O-FY22-001: Budget Order - FY22 Annual Town Budget
  - O-FY22-002: Budget Order - FY22 Water Enterprise Fund Budget
  - O-FY22-003: Budget Order - FY22 Sewer Enterprise Fund Budget
  - O-FY22-004: Budget Order - FY22 Transfer Station Enterprise Fund Budget
  - O-FY22-005: Budget Order - FY22 OSLGC Enterprise Fund Budget
  - O-FY22-006: Authorization of Revolving Funds
  - O-FY22-007: CPA Reserve Accounts - FY22
- D. Discussion
  - Billing Practices for School District on Town-Owned Buildings
  - FY22 Budget and Budget Orders Referred
- E. Public Comment
- F. Adjourn

# Bridgewater Town Council

In Town Council, Tuesday April 6, 2021

Council Order: O-FY22-001

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Introduced By: Town Manager

Date Introduced: April 6, 2021

First Reading: April 6, 2021

Second Reading:

Amendments Adopted:

Third Reading:

Date Adopted:

Date Effective:

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## Order O-FY22-001

### FY2022 ANNUAL TOWN BUDGET

**Ordered** that to provide for the payment of certain expenses of the Town for the fiscal year ending June 30, 2022;

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

• Ambulance Receipts Reserved the amount of	\$1,916,899
• Title V the amount of	\$110,793
• Enterprise Funds the amount of	\$621,751
• Conservation Receipts Reserved the amount of	\$32,000
• Energy Funds the amount of	\$100,000
• Consultant Fees the amount of	\$40,000
• Elm Street DIF	\$144,063
<b>Other Financing Source Total</b>	<b>\$2,965,506</b>

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For the operation of the Town and further that such appropriation in the sum of **\$61,825.590** be for personal services, general expenses, principal and interest, for such purposes, each department and group being considered a separate appropriation as shown below:

**Town of Bridgewater**  
**Town Manager's FY2022 General Fund Operating Budget**

DEPT#	DEPART DESCRIPTION	Group	GROUP DESCRIPTION	FY2022 Town Mgr Budget
111	TOWN COUNCIL	1.0	SALARIES/WAGES/BENEFITS	49,261
		2.0	EXPENSE	10,000
<b>111</b>	<b>Total</b>			<b>59,261</b>
123	TOWN MANAGER	1.0	SALARIES/WAGES/BENEFITS	403,034
		2.0	EXPENSE	42,325
<b>123</b>	<b>Total</b>			<b>445,359</b>
131	FINANCE COMMITTEE	1.0	SALARIES/WAGES/BENEFITS	2,000
		2.0	EXPENSE	900
<b>131</b>	<b>Total</b>			<b>2,900</b>
132	RESERVE FUND	2.0	EXPENSE	60,000
<b>132</b>	<b>Total</b>			<b>60,000</b>
135	FINANCE - ACCOUNTANT	1.0	SALARIES/WAGES/BENEFITS	367,892
		2.0	EXPENSE	64,100
<b>135</b>	<b>Total</b>			<b>431,992</b>
141	FINANCE - ASSESSORS	1.0	SALARIES/WAGES/BENEFITS	167,752
		2.0	EXPENSE	113,060
<b>141</b>	<b>Total</b>			<b>280,812</b>
145	FINANCE - TREASURER	1.0	SALARIES/WAGES/BENEFITS	403,255
		2.0	EXPENSE	45,872
<b>145</b>	<b>Total</b>			<b>449,127</b>
151	LAW - LEGAL	1.0	SALARIES/WAGES/BENEFITS	75,000
		2.0	EXPENSE	14,550
<b>151</b>	<b>Total</b>			<b>89,550</b>
155	INFORMATION TECHNOLOGY	1.0	SALARIES/WAGES/BENEFITS	196,903
		2.0	EXPENSE	315,115
<b>155</b>	<b>Total</b>			<b>512,018</b>
161	TOWN CLERK	1.0	SALARIES/WAGES/BENEFITS	202,574
		2.0	EXPENSE	64,563
<b>161</b>	<b>Total</b>			<b>267,137</b>
166	PARKING	1.0	SALARIES/WAGES/BENEFITS	15,375
		2.0	EXPENSE	750
<b>166</b>	<b>Total</b>			<b>16,125</b>
182	COMMUNITY ECON DEVELP	1.0	SALARIES/WAGES/BENEFITS	333,463
		2.0	EXPENSE	68,287
<b>182</b>	<b>Total</b>			<b>401,750</b>
192	TOWN BUILDINGS	1.0	SALARIES/WAGES/BENEFITS	115,226
		2.0	EXPENSE	347,688
<b>192</b>	<b>Total</b>			<b>462,914</b>
210	POLICE	1.0	SALARIES/WAGES/BENEFITS	5,892,128
		2.0	EXPENSE	278,326
<b>210</b>	<b>Total</b>			<b>6,170,454</b>
220	FIRE	1.0	SALARIES/WAGES/BENEFITS	6,047,951
		2.0	EXPENSE	355,038
<b>220</b>	<b>Total</b>			<b>6,402,989</b>

**Town of Bridgewater**  
**Town Manager's FY2022 General Fund Operating Budget**

DEPT#	DEPART DESCRIPTION	Group	GROUP DESCRIPTION	FY2022 Town Mgr Budget
240	INSPECTIONAL SERVICES	1.0	SALARIES/WAGES/BENEFITS	449,521
		2.0	EXPENSE	17,800
<b>240 Total</b>				<b>467,321</b>
292	ANIMAL CONTROL	1.0	SALARIES/WAGES/BENEFITS	52,860
		2.0	EXPENSE	2,000
<b>292 Total</b>				<b>54,860</b>
300	B/R RGNL DISTRICT B/R SCHOOL DEBT	2.0	EXPENSE	30,596,315
		7.1	DE: DEBT SERVICE	4,248,833
<b>300 Total</b>				<b>34,845,148</b>
301	BRISTOL AGI TUITION	2.0	EXPENSE	214,285
<b>301 Total</b>				<b>214,285</b>
302	BRISTOL PLYMOUTH TUITION	2.0	EXPENSE	1,700,598
<b>302 Total</b>				<b>1,700,598</b>
303	NORFOLK CNTY AGI TRANS NORFOLK CNTY AGI	2.0	EXPENSE	0
		2.0	EXPENSE	0
<b>303 Total</b>				<b>0</b>
410	TOWN ENGINEER	1.0	SALARIES/WAGES/BENEFITS	105,461
		2.0	EXPENSE	97,000
<b>410 Total</b>				<b>202,461</b>
420	HIGHWAY DEPARTMENT	1.0	SALARIES/WAGES/BENEFITS	932,110
		2.0	EXPENSE	478,275
<b>420 Total</b>				<b>1,410,385</b>
421	SNOW AND ICE	1.0	SALARIES/WAGES/BENEFITS	41,000
		2.0	EXPENSE	41,100
<b>421 Total</b>				<b>82,100</b>
424	STREET LIGHTING	2.0	EXPENSE	175,818
<b>424 Total</b>				<b>175,818</b>
510	HEALTH	1.0	SALARIES/WAGES/BENEFITS	149,143
		2.0	EXPENSE	18,434
<b>510 Total</b>				<b>167,577</b>
541	COUNCIL ON AGING	1.0	SALARIES/WAGES/BENEFITS	206,013
		2.0	EXPENSE	4,550
<b>541 Total</b>				<b>210,563</b>
543	VETERANS SERVICES	1.0	SALARIES/WAGES/BENEFITS	32,243
		2.0	EXPENSE	123,589
<b>543 Total</b>				<b>155,832</b>
610	LIBRARY	1.0	SALARIES/WAGES/BENEFITS	479,176
		2.0	EXPENSE	166,984
<b>610 Total</b>				<b>646,160</b>
630	RECREATION	1.0	SALARIES/WAGES/BENEFITS	100,060
<b>630 Total</b>				<b>100,060</b>
710	DEBT PRINCIPAL	7.0	DEBT SERVICE	79,000
		7.1	DE: DEBT SERVICE	185,000
		7.2	TTLV: DEBT SERVICE	110,793

**Town of Bridgewater**  
**Town Manager's FY2022 General Fund Operating Budget**

DEPT#	DEPART DESCRIPTION	Group	GROUP DESCRIPTION	FY2022 Town Mgr Budget
<b>710 Total</b>				<b>374,793</b>
751	INTERST ON LT DEBT	7.0	DEBT SERVICE	5,033
		7.1	DE: DEBT SERVICE	85,800
		7.3	DIF: DEBT SERVICE	144,063
<b>751 Total</b>				<b>234,896</b>
752	INTERST ON ST DEBT	7.4	BTTRMT: DEBT SERVICE	0
<b>752 Total</b>				<b>0</b>
820	STATE/COUNTY ASSESSENTS	2.0	EXPENSE	359,498
<b>820 Total</b>				<b>359,498</b>
830	COUNTY ASSESSMENTS	2.0	EXPENSE	56,084
<b>830 Total</b>				<b>56,084</b>
911	RETIREMENT	1.0	SALARIES/WAGES/BENEFITS	3,616,753
<b>911 Total</b>				<b>3,616,753</b>
912	WORKERS COMP	1.0	SALARIES/WAGES/BENEFITS	159,322
<b>912 Total</b>				<b>159,322</b>
913	UNEMPLOYMENT	1.0	SALARIES/WAGES/BENEFITS	5,000
<b>913 Total</b>				<b>5,000</b>
914	HEALTH/LIFE/MEDICARE	1.0	SALARIES/WAGES/BENEFITS	3,487,713
<b>914 Total</b>				<b>3,487,713</b>
919	OTHER BENEFITS	1.0	SALARIES/WAGES/BENEFITS	6,300
		2.0	EXPENSE	48,000
<b>919 Total</b>				<b>54,300</b>
945	LIABILITY INSURANCE	2.0	EXPENSE	235,263
<b>945 Total</b>				<b>235,263</b>
950	GAS & OIL	2.0	EXPENSE	137,500
<b>950 Total</b>				<b>137,500</b>
<b>Grand Total</b>				<b>65,206,678</b>
			<b>Adjust for State/County Charges</b>	<b>(415,582)</b>
			<b>Total Appropriation</b>	<b>64,791,096</b>



# Bridgewater Town Council

In Town Council, Tuesday, April 6, 2021

Council Order: O-FY22-002

Introduced By: Town Manager  
 Date Introduced: April 6, 2021  
 First Reading: April 6, 2021  
 Second Reading:  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY22-002

### BUDGET ORDER - FY22 WATER ENTERPRISE FUND BUDGET

**ORDERED**, that the Town Council vote to appropriate **\$3,352,251** from the Water Enterprise receipts to defray Water direct costs, and that **\$275,525** as appropriated under Order O-FY22-001 be used for Water indirect costs, all to fund the total costs of operations of the Water Enterprise as follows:

SALARIES/WAGES/BENEFITS	\$ 1,585,876
OPERATING EXPENSES	\$ 867,776
DEBT SERVICES	\$ 893,599
TRANSFER TO TRUST FUNDS OPEB	\$ 5,000
<b>APPROPRIATED for DIRECT COSTS</b>	<b>\$ 3,352,251</b>
TRANSFER TO GF	\$ 20,852
INDIRECT COSTS - GENERAL FUND	\$ 254,673
<b>TOTAL COST - WATER EF</b>	<b>\$ 3,627,776</b>

### *Committee Referrals and Dispositions:*

Referral(s)	Disposition(s)
•	•



# Bridgewater Town Council

In Town Council, Tuesday, April 6, 2021

Council Order: O-FY22-003

Introduced By: Town Manager  
 Date Introduced: April 6, 2021  
 First Reading: April 6, 2021  
 Second Reading:  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY22-003

### BUDGET ORDER - FY22 SEWER ENTERPRISE FUND BUDGET

**ORDERED**, that the Town Council assembled vote to appropriate **\$2,381,791** from the Sewer Enterprise receipts to defray Sewer direct costs, and that **\$169,706** as appropriated under Order O-FY22-001 be used for Sewer indirect costs, all to fund the total costs of operations of the Sewer Enterprise as follows:

SALARIES/WAGES/BENEFITS	\$ 1,110,531
OPERATING EXPENSES/CAPITAL OUTLAY	\$ 755,949
DEBT SERVICES	\$ 510,311
TRANSFER TO TRUST FUNDS OPEB	\$ 5,000
<b>APPROPRIATED for DIRECT COSTS</b>	<b>\$ 2,381,791</b>
TRANSFER TO GF	\$ 20,852
INDIRECT COSTS - GENERAL FUND	\$ 148,854
<b>TOTAL COST - SEWER EF</b>	<b>\$ 2,551,497</b>

### Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•



# Bridgewater Town Council

In Town Council, Tuesday, April 6, 2021

Council Order: O-FY22-004

Introduced By: Town Manager  
 Date Introduced: April 6, 2021  
 First Reading: April 6, 2021  
 Second Reading:  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY22-004

### BUDGET ORDER - FY22 TRANSFER STATION ENTERPRISE FUND BUDGET

**ORDERED**, that the Town Council assembled vote to appropriate **\$339,436** from Transfer Station Enterprise receipts to defray Transfer Station direct costs, and that **\$34,744** as appropriated under Order O-FY22-001 be used for Transfer Station indirect costs, all to fund the total costs of operations of the Transfer Station Enterprise as follows:

SALARIES/WAGES/BENEFITS	\$ 97,888
OPERATING EXPENSES	\$ 241,548
<b>APPROPRIATED for DIRECT COSTS</b>	<b>\$ 339,436</b>
INDIRECT COSTS - GENERAL FUND	\$ 34,744
<b>TOTAL COST - TRANSFER STATION EF</b>	<b>\$ 374,180</b>

### *Committee Referrals and Dispositions:*

Referral(s)	Disposition(s)
•	•





# Bridgewater Town Council

In Town Council, Tuesday, April 6, 2021

Council Order: O-FY22-005

Introduced By: Town Manager  
 Date Introduced: April 6, 2021  
 First Reading: April 6, 2021  
 Second Reading:  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY22-005

### BUDGET ORDER - FY22 OSLGC ENTERPRISE FUND BUDGET

**ORDERED**, that the Town Council assembled vote to appropriate **\$1,441,697** from OSLGC Enterprise receipts to defray OSLGC direct costs, and that **\$141,776** as appropriated under Order #O-FY22-001 be used for OSLGC indirect costs, all to fund the total costs of operations of the OSLGC Enterprise as follows:

SALARIES/WAGES/BENEFITS	\$ 879,149
OPERATING EXPENSES/CAPITAL OUTLAY	\$ 494,485
DEBT SERVICES	\$ 68,063
<b>APPROPRIATED for DIRECT COSTS</b>	<b>\$ 1,441,697</b>
INDIRECT COSTS - GENERAL FUND	\$ 141,776
<b>TOTAL COST - OSLGC EF</b>	<b>\$ 1,583,473</b>

### Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•



# Bridgewater Town Council

In Town Council, Tuesday, April 6, 2021

Council Order: O-FY22-006

Introduced By: Town Manager  
 Date Introduced: April 6, 2021  
 First Reading: April 6, 2021  
 Second Reading:  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY22-006

### AUTHORIZATION OF REVOLVING FUNDS

**ORDERED**, that the Town Council vote to establish revolving funds for certain Town Departments under the provisions of G.L. c.44, §53E ½ for the fiscal year beginning July 1, 2021, with specific receipts credited to each fund, the purposes for which each fund may be spent, and the maximum amount that may be spent from each fund for FY2022 as follows:

Spending Authority	Fund	Receipts	Expenditures	FY2022 Spending Limit
Town Clerk	Street Listing	Sale of street lists; sale of bylaws/zoning bylaws; sale of subdivision rules; sale of zoning maps	Printing and other costs with publications/books sold to public	\$ 5,000
Recreation Director	Recreation	Fees associated with recreation programs	Salaries/ benefits of full-time staff, part-time and seasonal staff, recreation programs, facility expenses and other expenses related to programs	\$ 150,000
Council on Aging	COA Revolving	Fees and Rentals	Fees and Rentals from COA Facility	\$ 5,000

### Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•



# Bridgewater Town Council

In Town Council, Tuesday, April 6, 2021

Council Order: O-FY22-007

Introduced By: Town Manager  
 Date Introduced: April 6, 2021  
 First Reading: April 6, 2021  
 Second Reading:  
 Amendments Adopted:  
 Third Reading:  
 Date Adopted:  
 Date Effective:

## Order O-FY22-007

### CPA RESERVE ACCOUNTS - FY22

**ORDERED**, Pursuant to Section 6-4 of the Town of Bridgewater Charter, that the Town Council of Bridgewater, Massachusetts in Town Council assembled vote to appropriate from the *Community Preservation Fund* FY2022 estimated annual revenues the sum of **\$43,900**. to meet the administrative expenses, and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2022;

And further,

To reserve for future appropriation from the *Community Preservation Fund* FY2022 estimated annual revenues the sum of **\$87,800** for the acquisition, creation and preservation of open space; **\$87,800** for acquisition, preservation, restoration and rehabilitation of historic resources; and **\$87,800** for the acquisition, creation, preservation and support of community housing;

And further,

To appropriate **\$176,930** to Budgetary Reserves.

And further,

To appropriate **\$354,600** for the payment of debt related to the Academy Building renovation from FY2022 estimated revenues;

And further,

To appropriate **\$39,170** for the payment of debt related to the Keith Homestead purchase from FY2022 estimated revenues;

### Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•