

# **TOWN OF EAST BRIDGEWATER**



**Transcript of Articles in the Warrant for the**

## **SPECIAL TOWN MEETING**

**And**

**Report of the Finance Committee**

**Monday, October 2, 2023**

**At 7:00 p.m.**

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Please bring this report to the meeting for use in the proceedings at the

**JUNIOR/SENIOR HIGH SCHOOL  
143 Plymouth Street**

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**- IMPORTANT -**

**This Warrant contains Articles, explanations, recommendations, and appendices. Only the Articles are part of the “official” call to Town Meeting. The explanations and appendices are editorial, and the recommendations expressed are those of the Finance Committee. Only the Articles are part of the official Town Meeting warrant.**

# TOWN OF EAST BRIDGEWATER



Commonwealth of Massachusetts

## WARRANT FOR THE SPECIAL TOWN MEETING Monday, October 2, 2023

At 7:00 o'clock in the evening  
at the Junior/Senior High School, 143 Plymouth Street

**Plymouth, ss**

To any of the Constables of the Town of East Bridgewater, in said County of Plymouth, Commonwealth of Massachusetts.

### **GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of East Bridgewater, who being qualified to vote in elections and Town affairs, to meet at the Junior/Senior High School, 143 Plymouth Street, in said East Bridgewater, on Monday, the 2<sup>nd</sup> day of October 2023 at 7:00 p.m.; then and there to act upon the enclosed articles, to wit:

In case all articles in the foregoing Warrant shall not be acted upon at the Meeting called for on Monday, October 2, 2023, to meet in Adjourned Sessions at such time and place as the meeting shall determine.

This building is accessible to the handicapped, and designated parking is provided. If requested, at least one week before the meeting, warrants with large print can be available. Please call the Town Clerk's office at least one-week before the Town Meeting at 508-378-1606.

## **GLOSSARY OF TERMS**

Appropriation: An authorization to make expenditures and to incur obligations for specific purposes. An appropriation is granted by Town Meeting and is usually limited in time and amount as to when it may be expended. Any part of the general appropriation not spent or encumbered by June 30 automatically reverts to surplus, which may become Free Cash. A specific appropriation is carried forward from year to year until spent for the designated purpose or transferred by Town Meeting vote to another account.

Assessed Valuation: A valuation set upon real or personal property by the Board of Assessors as a basis for levying taxes.

Budget: A plan of financial operation consisting of an estimate of proposed expenditures for a given period and the means of financing them. The budget is voted in the spring at Town Meeting for the fiscal year that begins the following July 1st.

Capital Budget: A plan of proposed capital outlays and the means of financing them for the current year.

Cherry Sheet: An annual statement received from the Massachusetts Department of Revenue detailing estimated payments to the town for the next fiscal year and the estimated state and county government charges payable by the town. The Assessors in setting the tax rate use these amounts. The actual receipts and charges may vary from the estimates.

Debt Service: Payment of interest and repayment of principal to holders of the Town's debt instruments.

Fiscal Year: A 12-month period, commencing July 1 and ending June 30, to which the annual budget applies. Fiscal years are often denoted FYXX with the last two numbers representing the calendar year in which it ends; for example, FY24 is the fiscal year ending June 30, 2024.

Free Cash: Free cash is the portion of the unreserved fund balance available for appropriation. It is not cash but rather is approximately the total of cash and receivables less current liabilities and earmarked reserves also reduced by reserves for uncollected taxes. This is also referred to as "available cash." The amount is certified annually by the Massachusetts Department of Revenue.

General Fund: The major town-owned fund created with town receipts and is charged with expenditures payable from revenues.

Grant: A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specific purposes.

Line-Item Budget: A format of budgeting that organizes costs by type of expenditure such as expenses, equipment, and salaries.

OPEB: Other Post-Employment Benefits. Benefits that an employee of the town will receive in retirement. OPEB does not include pension benefits paid to the retired employee. Other benefits include insurance premiums, healthcare premiums, and deferred-compensation contractual arrangements.

Overlay: The amount set aside to allow for uncollected property taxes. An amount for the overlay is added to the appropriations and other charges. Overlay Surplus – see below.

Overlay Surplus: The unused amount of the overlay for prior years, which may be transferred, by a vote of the Town, to the reserve account, or used for extraordinary items.

Property Tax Levy: The amount produced by multiplying the property's assessed valuation by the tax rate. The tax rate is expressed "per thousand dollars" of assessed valuation.

Reserve Fund: Money set aside by Town Meeting to be allocated by the Finance Committee for extraordinary or unforeseen expenditures.

Stabilization Fund: A special reserve funded by Town Meeting for future expenditures.

Tax Classification Tax Allocation: Before setting the tax rate each year, a classification hearing is held by the Select Board to determine the shares of the tax levy to be paid by each class of property in the community, and whether to allow an open space discount, residential exemption, or small commercial exemption. The Assessors provide information about the impact of these options at the hearing. The decisions of the Select Board are reported to the Bureau of Accounts and are referred to as the "Classification Tax Allocation."

**Terms associated with Proposition 2½:**

Debt or Capital Exclusion: The Town can assess taxes in excess of the levy limit by voting a debt exclusion or capital outlay exclusion. This amount does not become a permanent part of the levy limit base but does allow the Town to assess taxes for a specific period in excess of the limit for payment of debt service costs or payment of capital expenditures.

Excess Levy Capacity: The difference between the Town's tax levy limit and its actual tax levy for the current year. It is the additional tax levy that could be raised without asking for an override.

New Growth: The amount of property tax revenue that the Town can add to its allowable tax levy due to new construction, alterations, subdivisions, or change of use, which increases the value of a parcel of land by more than certain amounts.

Override: An amount voted by the Town, which is permanently added to the levy limit. A majority vote of the Select Board allows an override question to be put on the ballot. Override questions must be presented in dollar terms and must specify the purpose of the override. Overrides require a majority vote of approval by the Town.

Tax Levy Limit: The maximum amount of the tax levy for a period under the restrictions of Proposition 2½. It is calculated as the prior-year limit plus new growth plus 2.5% of the prior year levy limit.

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TOWN OF EAST BRIDGEWATER



Commonwealth of Massachusetts

WARRANT FOR SPECIAL TOWN MEETING  
Monday, October 2, 2023

At 7:00 o'clock in the evening  
at the Junior/Senior High School, 143 Plymouth Street

**ARTICLE 1:** To see if the Town will vote to transfer funds totaling the sum of \$56,739.80 from Account # 1-0-359-3590 Free Cash to Account #'s:

- 1-220-510-5132 Permanent Fire Salaries \$35,278.37
- 1-220-511-5139 Additional Comp – Cover Vacation \$2,655.54
- 1-220-511-5140 Additional Comp – Cover Sick \$1,956.94
- 1-220-511-5141 Additional Comp – Holiday Pay \$2,248.21
- 1-220-511-5143 Additional Comp – EMT Cover School \$98.92
- 1-220-511-5145 Additional Comp – Cover Personal Days \$449.77
- 1-220-511-5146 Additional Comp - Call Back \$1,490.81
- 1-220-511-5147 Additional Comp – Cover OJI \$1,218.97
- 1-220-511-5148 Additional Comp – Other \$1,560.40
- 1-220-511-5162 Longevity \$724.84
- 1-220-511-5163 Sick Leave Buy Back \$225.07
- 1-220-511-5164 Vacation Buy Back \$8,831.96

to fund a retroactive payment for the FY 2023 Fire Union contract; or take any other action thereon or in relation thereto.

Requested by the Select Board

**ARTICLE 2:** To see if the Town will vote to transfer a sum of money from Account # 1-0-359-3590 Free Cash to Account # 1-210-511-5163 Sick Leave Buy Back to fund the former Police Chief contract; or take any other action thereon or in relation thereto.

Requested by the Select Board

**ARTICLE 3:** To see if the Town will vote to transfer a sum of money from Account# 1-0-359-3590 Free Cash to Account # 1-210-510-5117 Department Head Salary to fund the Police Chief contract; or take any other action thereon or in relation thereto.

Requested by the Select Board

**ARTICLE 4:** To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sums recommended, or any other sum or sums, for Capital Outlay for the Town Departments, as set forth in the following schedule and determine whether such sums will be provided by taxation or by transfer or by a combination thereof,

Department	Item Description	Department Request	Capital Budget Committee Recommends	Source of Funds
Town Clerk	Enhancement of Archival Space and Security	\$7,000		General Stabilization
Town Clerk	Modernization of the Dog License Program	\$3,490		General Stabilization
IT Director	Town Hall Attic Environmental Control and Security Project	\$25,000		General Stabilization
DPW	Traffic Improvements	\$18,000		General Stabilization
School Department	Design work for the Astro Turf Field located at the Jr/Sr High School	\$48,000		General Stabilization

or take any other action thereon or in relation thereto.

Requested by the Capital Budget Committee

**ARTICLE 5:** To see if the Town will vote to Raise and Appropriate a sum of money to restore budget cuts that were reduced at the ATM that was held on May 8, 2023; or take any other action thereon or in relation thereto.

1-132-520-5795 Fin Com Reserve

1-145-521-5306 Professional Services Financial

1-210-520-5420 Police Office Supplies

1-210-520-5850 Police Cruisers

1-191-520-5241 Maint of Building and Grounds

1-191-300-5241 School Main of Building and Grounds

1-294-524-5241 Care of Public Grounds

1-420-520-5342 MS4 Investigation

1-510-520-5342 MS4 Investigation

1-630-520-5790 Recreation

Requested by the Select Board



**ARTICLE 6:** To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Building Committee for the feasibility study, Central Elementary School, 107 Central Street East Bridgewater, MA 02333, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action thereon or in relation thereto.

Requested by the School Department

**ARTICLE 7:** To see if the Town will vote to transfer funds a sum of money to replace the Astro Turf Field at the Jr/Sr High School; or take any other action thereon or in relation thereto.

Requested by the School Department

**ARTICLE 8:** To see if the Town will vote to transfer funds the sum of \$7,850.00 from Account # - 80-0-359-3190 General Stabilization to Account # 1-191-300-5241 Maintenance of Grounds to supplement the Facilities Budget for FY2024 testing done for the Astro Turf Field at the Jr/Sr High School; or take any other action thereon or in relation thereto.

Requested by the School Department

**ARTICLE 9:** To see if the Town will vote to Raise and Appropriate funds the sum of \$6,000.00 to Account # 1-161-510-5126 Clerical Salaries and Account # 1-161-510-5125 Admin Support to make changes in the Town Clerk budget for Overtime; or take any other action thereon or in relation thereto.

Requested by the Interim Town Clerk

**The purpose of this article is that the recent Overtime and Compensatory policy approved on July 17, 2023, allows departments to request added Overtime if hardships arise. The VOTES Act has permanently instated early voting, increasing responsibilities to the Town Clerk's office, especially during peak periods. These duties require additional work hours and necessitate more staffing. For consistent budgeting, based on past data, we estimate an overtime cost of \$3,000.00 per election for two employees.**

**ARTICLE 10:** To see if the Town will vote to Raise and Appropriate funds the sum of \$2,250.00 to Account # 1-141-510-5126 Assessors Payroll to fund special longevity request for a staff member in the Assessor's office; or take any other action thereon or in relation thereto.

Requested by the Select Board

**ARTICLE 11:** To see if the Town will vote to Raise and Appropriate funds the sum of \$3,300.00 to Account # 1-220-599-5790 Assessors Payroll to fund a retroactive payment to a staff member in the Assessor's office for an education incentive; or take any other action thereon or in relation thereto.

Requested by the Select Board

**ARTICLE 12:** To see if the Town will vote to transfer funds the sum of \$60,000.00 from Acct# 22-231-835-4270 Ambulance Receipts Reserved for Appropriation to Acct# 1-220-511-5148 Additional Compensation-Other, to partially cover the overtime costs to send 4 new firefighters to the Fire Academy, so the fire department is not understaffed; or take any other action thereon or in relation thereto.

Requested by the Fire Chief

**ARTICLE 13:** To see if the Town will vote to transfer funds the sum of \$1,116.00 from Acct# 1-0-359-3590 Free Cash to Account # 1-220-520-5585 Supplies Fire Safety Equipment, to pay a prior year bill from 911 Safety Equipment LLC; or take any other action thereon or in relation thereto.

Requested by the Fire Chief

**The purpose of this article is to pay a prior year bill from 911 Safety Equipment LLC. The invoice is dated 3/9/2023 and it is for \$1,116.00 for personal protective equipment rental for FF Cronshaw and FF Fish for their attendance at the Mass Fire Academy 3/30/23-6/16/23. The Fire Department rents gear when members go through the academy rather than using their own, as the gear gets beat up in the academy.**

**ARTICLE 14:** To see if the Town will vote to transfer funds the sum of \$8,302.50 from Acct# 1-0-359-3590 Free Cash to Account # 1-220-520-5585 Supplies Fire Safety Equipment, to pay a prior year bill from Motorola; or take any other action thereon or in relation thereto.

Requested by the Fire Chief

**The purpose of this article is to pay a prior year bill for a replacement receiver for the FD and PD that was ordered on 9/15/2022.**

**ARTICLE 15:** To see if the Town will vote to transfer funds the sum of \$102,056.16 from Acct# 1-0-359-3590 Free Cash to Acct# 80-122-3604-4680 Opioid Stabilization Fund; or take any other action thereon or in relation thereto.

Requested by the Select Board

**ARTICLE 16:** To see if the Town will vote to adopt approve the following by-law for the purpose of Back Taxes and Permitting:

The Tax Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments, and other municipal charges, hereinafter referred to as the Tax Collector, shall annually, and may periodically furnish to each department, board, commission, or division...

; or take any other action thereon or in relation thereto.

Requested by the Planning Board

**ARTICLE 17:** To see if the Town will appropriate \$162,333.22 to pay costs of the library flat roof replacement HVAC project, which amount shall be used in addition to the \$814,120 borrowing authorization approved June 5, 2023, Article 4, and to determine whether this amount shall be transferred from surplus bond proceeds, or otherwise provided; or take any other action relative thereto.

Requested by the Select Board

**ARTICLE 18:** To see if the Town will approve to modify the Door to Door Solicitation bylaw voted on at the May 8, 2023 Annual Town Meeting.

Requested by the Select Board

## **APPENDIX 1: Town Meeting Parliamentary Procedure**

Parliamentary procedure has a long history. Originating in the early English Parliaments, it came to America with the first European settlers and became uniform in 1876 when Henry Robert published his manual, known as "Robert's Rules of Order." Our Town Meeting proceedings are governed by the rules contained in "*Town Meeting Time: A Handbook of Parliamentary Law*" except as modified by the Massachusetts General Laws, Chapters 39 and 43A.

Parliamentary procedure means that everyone may be heard and to come to decisions without confusion. It means democratic rule, flexibility, the protection of rights and most importantly a fair hearing for everyone.

The basic parts of parliamentary procedure provide for the presentation of motions, the seconding, or the expression of support of another's motion, an opportunity to debate, and ability to make a decision.

There are five general types of motions:

- Main Motions: These introduce subjects for consideration.
- Subsidiary Motions: This motion change how the main motion is handled. (They are voted on before the main motion.)
- Privileged Motions: These motions concern special or important matters not related to the pending business. In general, they are considered before other types of motions.
- Incidental Motions: These are questions of procedure that arise out of other motions, and they must be considered before the other motion.
- Motions that bring a question again before the assembly: These enable certain items to be reconsidered. In general, they are brought up when no business is pending.

Some questions relating to motions:

- Is it in order? Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the law.
- May I interrupt the speaker? Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.
- Do I need a second? Usually, yes, A second indicates that another member would like to consider your motion and it prevents spending time on a question that interests only one person.
- Is it debatable? Parliamentary procedure guards the right to free and full debate on motions. However, some subsidiary or privileged, and incidental motions are not debatable.
- Can it be amended? Striking out or inserting wording, or both, can change some motions. Amendments must relate to the subject as presented in the main motion.
- What vote is needed? Most require only a majority vote (more than half the members present and voting). But motions concerning the rights of the town meeting, borrowing, and some other miscellaneous subjects may require "supermajorities" of  $\frac{3}{4}$  or 9/10's depending on the applicable state law.
- Can it be reconsidered? Some motions can be debated again and revoted to give members a chance to change their minds. The motion to reconsider must come from the "winning" side.

How Do I Present My Motion?

Obtain the Floor:

- Wait until the previous speaker is finished.
- Rise and address the Moderator. Say, "Mr. Moderator."
- Wait until you are recognized.
- State your name and address for the record.

Make your motion:

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we do...." Instead of "I move that we do not..."

- Stay on the subject and avoid personal attacks.

You wait for a second:

- Another member will say, "I second the motion."
- Or the Moderator will call for a second.
- If there is no second, your motion will not be considered. (Motions made at the direction of a board or committee (more than one person) do not require a second.)

The Moderator states your motion:

- The Moderator must say, "It is moved and seconded that we..."
- After this happens, debate or voting can occur.
- Your motion is now "assembly property," and you can't change it without the consent of the body.

You expand on your motion:

- As the person who made the motion, you are allowed to speak first.
- Direct all comments to the Moderator
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.

The Moderator puts the question:

- The Moderator asks, "Are you ready for the question?"
- If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- The Moderator announces the result.

The method of voting on a motion:

- Voice: The Moderator asks those in favor to say "aye" and those opposed to say "no." A member may move for an exact count.
- General Consent: When a motion isn't likely to be opposed, the chair says, "If there is no objection..." Members show consent by their silence. If someone says, "I object," the matter must be put to a vote.
- Show of hands: Members raise their hands to verify a voice vote, or as an alternative to it. This does not require a count. A member may move for an exact count.
- Ballot: Members write their vote on a slip of paper, and this is done when secrecy is desired.

More Motions:

A motion to lay on the table: This motion is used to lay something aside temporarily to take care of more urgent matters. It should not be used to prevent debate or to kill a question. Members can "take from the table" a motion for reconsideration. This must happen by the end of the town meeting.

A motion to indefinitely postpone: This is a parliamentary strategy. It allows members to dispose of a motion without making a decision for or against. This is useful in case of a badly chosen main motion for which either a "yes" or "no" vote would have undesirable consequences.

**APPENDIX 2: Finance Committee Recommended Sources of Funds**

You are directed to serve this Warrant by posting a copy thereof attested to by you in writing in each of six public places in the Town at least fourteen days before the time for holding the meeting called for in the Warrant. Herefore fail not, and make do return of this Warrant, with your doings thereon, to the Town Clerk of said Town on or before the 14<sup>th</sup> day of September 2023.

Given under our hands this 13<sup>th</sup> day of September in the year of our Lord two thousand and twenty-three.

THE SELECT BOARD

SIGNED 09/13/2023

\_\_\_\_\_  
Carole Julius, Chair

A True Record:  
ATTEST

\_\_\_\_\_  
David Sheedy, Vice-Chair

\_\_\_\_\_  
Michele Doll, Assistant Town Clerk

\_\_\_\_\_  
Peter Spagone Jr, Clerk

\_\_\_\_\_  
Date

**PLYMOUTH, SS.**

Pursuant to the within Warrant, I have notified and warned the inhabitants of the Town of East Bridgewater by posting up attested copies of the same at the East Bridgewater Post Office and the East Bridgewater Public Library in Precinct 1; at Country Convenience in Precinct 2; Ye Olde Standish Grille in Precinct 3; and finally at Dewhurst Lumber, and the Town Hall in Precinct 4; of said Town at least fourteen days before the date hereof, as within directed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Justice of the Peace

**MAY REMOVE AFTER October 2, 2023**