

THE COMMONWEALTH OF MASSACHUSETTS

BRISTOL SS

At a meeting of the Bristol County Commissioners holden at Taunton within and for the County of Bristol on the twenty first day of November A.D., 2017, by successive adjournments from the September term of the same year.

Present: Commissioner Paul B. Kitchen, Commissioner John R. Mitchell and Commissioner John T. Saunders.

Also in attendance were Maria Gomes, County Administrator and Scott Aguiar, Facilities Superintendent.

The meeting was called to order by Chairman Kitchen at 4:05 pm.

It was noted that the payroll warrant for week ending November 18, 2017 was electronically reviewed and approved by the Commissioners on November 20th due to the short holiday week.

Received a notice from the County Treasurer's Office regarding the following employment matters which were approved by the Commissioners on 11/14/2017:

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| 1. | Sharon Dolan | Payroll Coordinator retirement | effective 11/30/2017 |
| 2. | Elizabeth Nogueira | Promotion to Payroll Coordinator | effective 11/13/2017 (training) |
| 3. | Nicole Valois | Promotion to Administrative Coordinator | effective 11/13/2017 (training) |

It was noted that Ms. Valois will be paid at a 12-3 grade and step while she is doing the work of the Clerk and the Administrative Coordinator.

Received a notice from the Bristol County Agricultural High School regarding the following employment matter:

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| 1. | John-Koby Mitchell | Boys JV Basketball Coach | effective 11/27/2017 |
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Received a notice from the Taunton Registry of Deeds regarding the following employment matters involving title changes only:

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| 1. | Cheryl M. Cain | Principal Clerk |
| 2. | Michael A. Fenton | Head Administrative Clerk |
| 3. | Ann V. Jacobs | Sr. Principal Clerk |
| 4. | Linda Ann Kanabay | Head Administrative Clerk |
| 5. | Patricia A. Lamothe | Principal Clerk |
| 6. | Isabel F. Mendonca | Clerk |
| 7. | Carolyn Ann Mitton | Clerk |
| 8. | Sharon J. McCracken | Head Administrative Clerk |
| 9. | Jean Nadeau | Clerk |
| 10. | Jill Perez | Principal Clerk |
| 11. | Pauline Pimentel | Clerk |
| 12. | Marjorie B. Roy | Sr. Head Administrative Clerk |
| 13. | Judith A. Simmons | Head Administrative Clerk |
| 14. | Maria Manuela Vieira | Head Administrative Clerk |

A motion was made by Commissioner Saunders and seconded by Commissioner Mitchell to approve the CP's as presented.

Ms. Gomes indicated that building custodian Brian Moniz has applied for the promotional position of Senior Building Custodian. He is currently paid at a 9-2 and scheduled for a step increase on December 1, 2017.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was unanimously voted to promote Brian Moniz to the position of Senior Custodian to be paid at the Grade and Step of 11-4.

A general employment application was received from a Daniel Finnegan for the position of custodian.

Upon motion of Commissioner Mitchell and seconded by Commissioner Saunders it was voted to receive and place on file the application of Mr. Finnegan.

Upon motion of Commissioner Mitchell and seconded by Commissioner Saunders, it was voted to approve the minutes of November 7, 2017.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was unanimously voted to accept and approve the contract addendums received from the Bristol County Agricultural High School Board of Trustees, who held a meeting on October 10, 2017 regarding the \$40.00 per month reimbursement for a cell phone for the Assistant Superintendent/Principal, Assistant Principal, Farm Manager, Business Manager and Administrative Assistant to the Superintendent/Director. The cell phone reimbursement will be paid twice annually.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was unanimously voted in accordance with the recommendation of Peter Carreiro, Benefits Coordinator, and the approval of Treasurer Christopher T. Saunders, to forward to the Treasurer's Office for payment, invoice dated December, 2017 from the Mayflower Municipal Health Group, P.O. Box 3390, Plymouth, MA 02361, in the amount of \$413,288.80 for the County of Bristol Monthly Membership Premiums.

Vendor 6819 charged to 01-21581	\$411,881.80
And, 13420-54437	\$ 1,407.00

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was voted to forward to the County Treasurer's Office an invoice from Blue Cross Blue Shield of Massachusetts that reflects a credit of \$60.17 as claims recovered through fraud prevention operations.

Invoice #LCPADJ101790379	Claims Recovered	(\$60.17)
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Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was unanimously voted to engage Atlantic Elevator South Co., Inc., 1900 Fall River Avenue, Seekonk, MA 02771, to file and arrange for the required 5 year load test inspection and safety test for the elevator located at the New Bedford Superior Court, 441 County Street, New Bedford, MA- which is required by the Commonwealth of Massachusetts General Laws, Section 64, Chapter 143.

The Facilities Superintendent has created a matrix to help track all elevator inspections.

It was further voted to authorize the County Treasurer to issue checks in the amount of \$ 421.00 for one (1) unit (permit application fee of \$ 400.00 for unit tested and a permit processing fee of \$21.00) and the 5 year full load

test of \$1,050.00, for a total of **\$1,471.00** to be made payable to Atlantic Elevator South Co., Inc. for electronic filing. Atlantic Elevator will file and arrange for the required safety test in accordance with quote # **Q-5163**.

It is noted that this will be charged to Budget Item # **10611-52269** New Bedford Superior Court for vendor **282**.

Ms. Gomes noted that the Commonwealth of Massachusetts, Department of Revenue had sent a communication to Barry Amaral, Register of Deeds indicating that pursuant to MGL Chapter 64D, Section 11 the proper documentation has been signed and received by the State and the Bristol County Registry can begin retaining fund up to \$2,421,294 in deeds excise revenue in the month of November. A motion was made by Commissioner Mitchell and seconded by Commissioner Saunders to receive and place on file.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders it was voted to award the snow plow contract for the New Bedford Registry of Deeds, Superior Court and 3rd District Trial Court to **Jake Fleurent**, 4 Jeannette Street, Fairhaven, MA 02719 as presented in the proposal(s) dated 11/9/2017.

Each invoice will be coded to the appropriate account.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders it was voted to award the ice melt contract to Milhench Supply Company, 121 Duchaine Blvd., New Bedford, MA for the quoted price of:

SWI- 50BG-GS Green Scapes Ice Melt	50 LB	\$10.55 per unit	\$527.50 per pallet
SWI- 50BG-RR Road Runner Blend	50 LB	\$10.95 per unit	\$547.50 per pallet
SWI- 50BG-IB Industrial Blue	50 LB	\$10.00 per unit	\$500.00 per pallet

Commissioner Mitchell stated that he had been contacted by Mr. Stylos who purchased 15 Court Street. Mr. Stylos is proposing installing an elevator in the alleyway which he would allow access to the Taunton Registry. In exchange for that, he proposes that he be allowed to use the second floor of the Registry at a lease rate of \$1.00 per year. There were no details as to what the second floor would be used for. There are statute requirements on leasing county buildings that would need to be reviewed. Commissioner Mitchell would get back in touch with Mr. Stylos.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders it was voted to approve the **CORI Policy and the CORI Acknowledgement Form** which will be used for all new employees hired by the County.

An invitation to the Commissioners to participate in the City of Taunton Christmas Parade was received and placed on file.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was unanimously voted to request that the Massachusetts Interlocal Insurance Association ('MIIA') be included by our insurance consultant in the RFP process to obtain proposal(s) for health insurance coverage options for county employees and retirees.

Administrator's Report

County Administrator Gomes explained that all communities in the County had been provided with the Agenda and packet for the Bristol County Advisory Board meeting on November 30, 2017 at 6 pm. She also stated

that the Bristol County Personnel Review Board met last week and that a letter should be forthcoming from that board requesting the approval of a couple of votes taken at that meeting.

Additionally, upon review of the rubbish removal contract for the Taunton and Attleboro locations from Waste Management, the Administrator discovered that the County was being overcharged for the service. The county was eligible to utilize the State contract FAC86 which will result in a cost savings of approximately \$8,000.00 annually. Some additional review of the ABC disposal contract at the New Bedford Trial Court will also be reviewed.

Ms. Gomes reported that the first half of the County Tax payments had been received from all the communities in the county. It was reported that Jay Ash, the Secretary of Housing and Economic Development visited the Taunton Superior Court along with some local officials to take a tour of the building after hours. Ms. Gomes would be contacting Senator Pacheco's office to get an update on any proposals regarding the Taunton Superior Court.

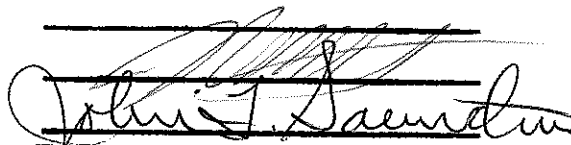
The Facilities Superintendent mentioned issues at the New Bedford Trial Court with the following:

A door closer in one of the entranceways was malfunctioning and was in need of replacement. He has received a quote from Palmer Local & Key for \$380.00 to replace it. The Commissioners suggested getting another quote from a company called Iron monger in Dartmouth.

He also stated that the glass in the Sallyport are of the NB Trial Court cracked when a security officer tapped on it. He would forward the pictures to the Administrator. He reported that a couple of cockroaches had been found in the Probation Department of the courthouse and he would be monitoring it to see if it was something that needed more attention.

A motion was made by Commissioner Saunders and seconded by Commissioner Mitchell to adjourn at 4:40 pm.

APPROVED
DATE 12/5/17


BRISTOL COUNTY
COMMISSIONERS