

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 fifth of December A.D., 2017 by successive adjournments from the September term of the previous year.

Present: Commissioner John R. Mitchell and Commissioner John T. Saunders.

Also in attendance were Maria Gomes, County Administrator, Peter Carreiro, Benefits Coordinator and Scott Aguiar, Facilities Superintendent.

Commissioner Mitchell called the meeting to order at 4:40 pm.

Payroll warrants for week ending December 2, 2017 were reviewed and approved by Commissioner Saunders and Commissioner Mitchell.

The commissioners executed the CP for Brian Moniz who was promoted to Senior Building Custodian on November 26, 2017.

Upon motion of Commissioner Saunders and second by Commissioner Mitchell, it was voted to approve the minutes of November 21, 2017.

The Atlantic Elevator Quote # 5549 was reviewed by the commissioners. There was some question as to whether or not the charges were appropriate. The commissioners wanted to review the contracts with Atlantic Elevator and understand the current service agreements. A motion was made by Commissioner Saunders and seconded by Commissioner Mitchell to table the quote until the next commissioner's meeting, after review of the contracts and service agreements.

Upon motion of Commissioner Saunders, seconded by Commissioner Mitchell, it was voted, in accordance with the recommendations of the Personnel Review Board in their letter dated December 5, 2017, to amend the following Personnel Board Rules & Regulations:

Regrade, Reclassification and Promotions be further clarified to include the following examples added to the end of *Section B, paragraph 1, on page B1*:

For example, if an employee had a step increase on July 11, 2017, that same employee would then be eligible for a step increase the following year on July 1, 2018 because they had worked more than 10 days in that previous July. Alternatively, if an employee was given a step increase on July 25, 2017, that employee would not be eligible for their next step increase until August 1, 2018 because they did not work 10 days in the previous July.

The following added at the end of, paragraph 2, Section A-Definitions, page A2:

- **Promotions of an employee would change that employee's anniversary date. See B1, Step Rate Increases and Anniversary Date, for additional details regarding anniversary date.**

The following added at the end of, paragraph 1, Section A-Definitions, page A2:

- **See B1, Step Rate Increases and Anniversary Date, for additional details regarding anniversary date.**

AND

The following language would amend the Holiday language on page C7:

Evacuation Day and Bunker Hill Day will be removed and replaced with two personal days. The "Date of Hire" schedule in Section C, under Personal Leave on page C8 will be adjusted to reflect the addition of 2 days as shown below

<u>Date of Hire</u>		<u>Personal Leave Days</u>
July 1-	September 30	5 paid leave days
October 1	December 31	4 paid leave days
January 1	March 31	3 paid leave days
April 1-	June 30	2 paid leave days

These amendments will be effective July 1, 2018.

A motion was made by Commissioner Saunders and seconded by Commissioner Mitchell to table the draft of the Commissioner's Meeting Schedule for 2018 until the next meeting.

County Administrator Gomes explained that she has developed a Public Records Request Form and list a Records Access Officer for the County Commissioner's Office. The commissioners reviewed the developed language.

Upon motion of Commissioner Saunders, seconded by Commissioner Mitchell, it was voted, to develop a Public Records Request link on the County's web page and appoint the County Administrator, Maria V. Gomes as the Records Access Officer for the County Commissioner's Office.

A letter of recommendation was received from Representative Keating for an applicant for the position of custodian. Currently, filling that position is on hold due to budget constraints. There was a motion by Commissioner Saunders and seconded by Commissioner Mitchell to receive and place on file.

Scott Aguiar mentioned that he had received an estimate from Ironmonger on the door closer at the NB Trial Court. This estimate included a commercial grade closer versus what Palmer had recommended which was more of a residential grade. Palmer was given an opportunity to re-bid the product but they were not able to provide the information as requested for tonight's meeting. Mr. Aguiar recommended awarded the job to Ironmonger.

Upon motion of Commissioner Saunders, seconded by Commissioner Mitchell, it was voted to approve the estimate from George E. Ferreira III, Ironmonger, 14 Carter Street, Dartmouth, MA 02747 in the amount of \$570.00 for the repair of a commercial grade door closed at the New Bedford Third District Court.

This will be paid to vendor # 7706 and charged to 10618-52269.

Move to go into Executive Session to discuss strategy with respect to collective bargaining and Commissioner Mitchell declared that an open meeting may have a detrimental effect on the bargaining position of the body. The Commissioners would reconvene in Open Session.

A roll call vote was taken:

Commissioner Saunders Yes

Commissioner Mitchell Yes

The Commissioners returned to open session at 5:15 pm and announced that one vote had been taken in Executive Session.

A motion was made to adjourn at 5:15 pm

APPROVED
DATE 12/19/17


BRISTOL COUNTY
COMMISSIONERS