

**PLYMOUTH COUNTY COMMISSIONERS  
MEETING**

**August 25, 2016**

A regular meeting of the Plymouth County Commissioners was called to order at 5:33 p.m. at the County of Plymouth Administration Building, 44 Obery Street, Plymouth, MA. Present were Chairman Daniel A. Pallotta and Commissioner Gregory M. Hanley. Commissioner Sandra M. Wright was not able to attend the meeting. Chair Pallotta called for the Pledge of Allegiance.

Also, in attendance were Treasurer Thomas O'Brien, Register of Deeds John Buckley, County Attorney Mark Gildea, County Building Superintendent Doug Wedge, and County Administrator Frank Basler.

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Commissioner Hanley made a motion to table the discussion. Commissioner Pallotta seconded.  
Vote: The motion passed unanimously 2-0.

**Vote - Vendor Vouchers**

Commissioner Hanley made a motion for approval of vendor vouchers as recommended by the Treasurer. Commissioner Pallotta seconded.  
Vote: The motion passed unanimously 2-0.

**Vote - County Personnel Status Forms**

Commissioner Hanley made a motion to acknowledge and accept the county personnel status form for Evelyn Golden, anniversary date step increase from JG9-2 to JG9-3.  
Commissioner Pallotta seconded.  
Vote: The motion passed unanimously 2-0.

**Vote - Authorize and establish annual County Tax to Plymouth County communities**

In accordance with Chapter 35, Section 31 of MGL, Commissioner Hanley made a motion that the Commissioners authorize and establish the annual County Tax to Plymouth County communities as detailed on the vote. Commissioner Hanley read the vote into public record. Commissioner Pallotta seconded.

Vote: The motion passed unanimously 2-0. The Commissioners signed each of the assessments for the community municipalities.

**Update on State budget requests relating to Plymouth County**

Administrator Basler updated that as Treasurer O'Brien stated to the Commissioners at the last meeting and as documented in language that was handed out at this meeting, the Legislature has appropriated \$100,000 for capital improvements at the Hingham District Court and \$350,000 was approved for the repurposing of the DA's Building at 32 Belmont Street, Brockton. The Administrator commended the Treasurer and his team for the hard work in the County's behalf in delivering these funds that are greatly needed. The Administrator spoke with Chris McQuade, from the Office of Court Management (OCM), who recommended that the County send a letter to OCM detailing the use of the funds. In discussions with Mr. Wedge and others, a high priority

is to replace the boiler system in Hingham, post haste. The County would, through normal MGL C 149 procurement procedures, receive bids and then the County can request a transfer of the appropriated funds from DCAMM similar to the process used for the replacement of the heating pipes at Hingham District Court. Commissioner Hanley thought a phased approach may work the best. The Chair asked that he would like to set up a meeting with the Superintendent and the Administrator to look at the system as a next step. The Administrator will set up a meeting during the beginning of September.

Secondly the Administrator discussed the repurposing funds for the DA's office. A report is due to the County from the DA on the time line from the DA's office. Currently, the DA is looking at a late December move of the staff. The Administrator proposed to meet with the Brockton Development Council to gauge their intentions in the Belmont Street area to see if the County has an opportunity to create a plan that can have a synergistic effect with their planning. The Commissioners agreed to the meeting and then will craft a plan for the funds.

#### **Letter for the Office of Court Management regarding the Hingham Trial Court**

No action until the meeting referenced above has been conducted.

#### **Approval of lease for the Plymouth County DA's Office, 32 Belmont Street, Brockton**

The Administrator reported that after several discussions with the DA's office, and Virginia Platt from DCAMM, the County is not able to negotiate an increase in the rent for this year given the DA is moving during the year. As the rent and terms will remain the same as in past years, Commission Hanley made a motion to allow the Chair sign the lease in behalf of the Commissioners. Commissioner Pallotta seconded the motion.

Vote: The motion passed unanimously 2-0 and the lease was signed by the Chair.

#### **Requested changes to Wareham Trial Court from the DA's office**

The Administrator stated that the DA's office is in the midst of a security review of all courthouses that house DA employees. Jean Phillips from the DA's office has met with the Administrator at Wareham District Court where there is a concern about the security in their offices that are located just off the main corridor. Ms Phillips proposes some changes as detailed in a diagram shared with the Commissioners. The changes would be funded by the DA's office with the labor supplied from the Sheriff's office and with all work completed in compliance with local regulations and at the DA's expense. The Commissioners shared the concern of not using a professional general contractor and due to the complexity of opening walls that can affect the entire building, instructed the Administrator to insist on a professional general contractor following 780 CMR edition 8 rules carrying all proper certifications with all work properly permitted if the DA wishes to have work completed.

#### **Office of Court Management Annual Report for FY 2015**

The Administrator passed out the Office of Court Management (OCM) analysis of the FY 2015 Schedule of Costs that were submitted last December and is the basis for FY17 reimbursements. The Administrator highlighted that much of the discounted reimbursement is due to the County being all inclusive in the reported costs attributable to running the courthouse facilities.

Commissioner Hanley made a motion that the County appeal the decision to OCM that Tammy

Correa's salary was eliminated from the costs that are reimbursed. Commissioner Pallotta seconded the motion.

Vote: The motion passed unanimously 2-0

The Administrator also stated an action item from this report would be that the office would install a system to double check report back up numbers and calculations eliminating any errors that are submitted in future reports.

### **Administrator's Report:**

- o Marshfield Fair: Molly Lipper and her team have been working diligently at the Marshfield Fair which started last Friday. The team has done a great job bringing the 4H area to be a great representation for Plymouth County. During the Administrator's visit on 4H Day, many children and parents were learning and enjoying the animals and exhibits. Ms Lipper is also doing a fantastic job garnering great press for 4H and the County. Along with coverage on social media, the Globe and the Herald, all local papers have been covering the events. The Administrator shared a Duxbury Clipper article highlighting a 4H club. The fair runs through Sunday.
- o Vehicle contract update : July numbers were steady with 73 vehicles being sold worth \$2.9MM and administrative fees over \$22,000 for the month. New catalogues should be out within the next few weeks from each of the dealerships.
- o Update on transition of office to Microsoft 365: The work migrating the office to Microsoft 365 to improve functionality and security continues. The transition should be completed by mid-September.
- o Vacation time accrual update: as requested at the June 30th meeting, an update on all employee's vacation hours as of July 31 was distributed along with a memo from the Commissioners that will be included in a future pay check stating that all vacation time, other than contractual allowances for carry forward, be used by June 30.
- o Communications Plan: the Administrator handed out a communication plan for media outlets that will be executed in September
- o Plymouth North High School parking: Dr. Maestas, Superintendent for Plymouth Schools, reached out to the Commissioners' office yesterday about an idea for the County to help Plymouth North HS with a parking crunch. Dr. Maestas is proposing the use of the side lot, which contains 45 parking spots, for the school year for \$100 per spot or \$4500. The PHS will repaint the striping of the lot and plow during snow storms. The lot would be used for drivers that are in junior year. Principal McSweeney and Superintendent Maestas are very grateful that the County would partner with the school in a time of need. Commissioner Hanley moved that the Administrator work with Attorney Gildea on a letter of intent for parking and request that PHS plow the entire office parking lot. Commissioner Pallotta seconded the motion.

Vote: The motion passed unanimously 2-0

- o The Commissioners signed a citations for Micheal Mari of Rockland and Charles Goodspeed of Middleboro as recipients of the Francis X McKeowan Thanks Labor Award for invaluable contributions to Labor and service to our community.
- o Advisory Committee meeting confirmation: Thursday, October 20

### **Correspondences**

- o Letter from MMHG concerning planning and a recap of achievements from FY 16

o July Report from the Register

**Executive Session**

In Accordance with MGL, Chapter 30A, Section 21, held for the purpose of discussing strategy with respect to litigation for Bousquet v. County of Plymouth and to give an update on union negotiations with SEIU and OPEIU, the Board voted to enter into Executive Session and to not return to open public session at 6:22 p.m. Chair Pallotta called the roll: Commissioner Hanley-Yes. Chairman Pallotta -Yes.

At 6:45 p.m. the meeting adjourned.

Respectfully submitted,  
Frank Basler  
Plymouth County Administrator