

**PLYMOUTH COUNTY COMMISSIONERS
MEETING**

November 10, 2016

A regular meeting of the Plymouth County Commissioners was called to order at 5:30 p.m. at the County of Plymouth Administration Building, 44 Obery Street, Plymouth, MA. Present were Chairman Daniel A. Pallotta, Commissioner Sandra M. Wright and Commissioner Gregory M. Hanley. Chairman Pallotta called for the Pledge of Allegiance.

Also, in attendance were Treasurer Thomas O'Brien, Deputy Treasurer Jeffrey Welch, Register of Deeds John Buckley, County Attorney Mark Gildea, 4-H Extension Director Molly Lipper, County Administrator Frank Basler and Executive Assistant Nancy O'Rourke.

Meeting Minutes – September 22, 2016

Commissioner Hanley made a motion to approve the meeting minutes of September 22, 2016
Commissioner Wright seconded.

Vote: The motion passed unanimously.

Vote – Vendor Vouchers

Commissioner Hanley made a motion for approval of vendor vouchers as recommended by the Treasurer. Commissioner Wright seconded.

Vote: The motion passed unanimously.

FY 13, FY 14, and FY 15 Financial Audits and approval of Management Letter

Commissioner Hanley made a motion to accept the FY 13, FY 14, and FY 15 Financial Audits and FY 15 Management Letter completed by the county auditors, Melanson Heath.

Commissioner Wright seconded.

Vote: The motion was passed unanimously.

Register's Report

Register of Deeds Buckley provided the Board with an update on the ongoing recording project indexing records back to 1906 and invited the Commissioners to a reception being held at the Registry of Deeds on Thursday, November 17, 2016 at 5:00 p.m. by the Rochester Historical Society.

Treasurer's Report

Treasurer O'Brien congratulated Commissioners' Hanley and Pallotta on their recent re-election to the board. The Treasurer briefed the Commissioners on PCOT and will have additional information on the next agenda.

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, County of Plymouth v. Town of Plymouth re. Plymouth Dump and South Street Transfer Station, discuss the consideration of purchase, exchange or lease of real property, Lot 083-000-002H-000 and

083-000-001-000, 0 Long Pond Road, Plymouth, MA and 67 Obery Street, Plymouth, MA the Board voted to enter into Executive Session and to return to open public session at 5:40 p.m. Chairman Pallotta called the roll: Commissioner Hanley-Yes. Commissioner Wright-Yes. Chairman Pallotta -Yes.

At 6:05 p.m. Chairman Pallotta called the roll to enter back in to open public session: Commissioner Hanley-Yes. Commissioner Wright-Yes. Chairman Pallotta-Yes.

Vote - County Personnel Status Forms

County Administrator Basler presented the Commissioners with a personnel status forms for:

Maintenance Department:

Workers Compensation

David Moran

Cooperative Extension Service

Step Increase

Valerie Schell, JG 20-3 to JG 20-4

Commissioners Office

Step Increase

Nancy O'Rourke, JG 19-7 to JG 19-8

Registry of Deeds:

Fill Existing Vacancy/Transfer-Temporary

Michele McVicar, Recorder JG 15-9 to Bookkeeper/Clerical Asst. JG 15-9

Step Increase

Victoria Gadles, JG 15-6 to JG 15-7

Robin Thomas, JG 21-6 to JG 21-7

Commissioner Hanley made a motion to accept and approve the aforementioned personnel status forms. Michele McVicar, after discussion, was approved as a 90-day temporary. Commissioner Wright seconded.

Vote: The motion passed unanimously.

Vote-Stabilization Fund

Commissioner Wright made a motion that pursuant to Chapter 151 of the Acts of 2016, the County of Plymouth establishes a County Stabilization Fund. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Vote-FY 2016 Budget Transfers

Commissioner Wright made a motion to provide for the following Budget Transfers for the maintenance and operation of the County of Plymouth for fiscal year beginning July 1, 2015 and ending June 30, 2016, as follows:

<u>DEPT</u>		<u>INCREASE</u>	<u>DECREASE</u>
03	<u>Commissioners' Office</u>		
362	Stationery & Office Supplies	\$100.00	

463	Equipment Rental		\$100.00
-----	------------------	--	----------

05 **Parking Department**

100	Permanent Employees	\$1,000.00	
-----	---------------------	------------	--

06 **Building Maintenance**

01.06.1.100	Maintenance Wages - General	\$600.00	
01.06.4.100	Maintenance Wages -- Wareham	\$4,100.00	
01.06.4.100	Maintenance Wages - Brockton		\$4,700.00
239	Professional & Technical Services		\$10,500.00
312	Plumbing Supplies	\$500.00	
340	Household Supplies	\$10,000.00	

08 **Co-operative Extension Service**

100	Permanent Employees	\$1,900.00	
213	Telephones	\$150.00	
282	In-State Travel	\$150.00	
291	Advertising		\$300.00

12 **Reserve - Salary Increases**

01.12.0.002	Reserve - Salary Increases		\$7,400.00
-------------	----------------------------	--	------------

30 **Treasurer's Office**

100	Permanent Employees	\$4,500.00	
239	Professional & Technical Services	\$1,500.00	
241	Employee Education		\$500.00
277	Computer Software Service		\$500.00
299	Technical Services		\$500.00

34 **Registry of Deeds**

100	Permanent Employees	\$8,032.78	
212	Data Communication Lines		\$2,032.78
275	Office Equipment Repair		\$6,000.00
363	Computer Supplies	\$253.44	
462	Rental of Office Space		\$253.44

80 **Mayflower Municipal Health Group**

100	Permanent Employees	\$2,000.00	
-----	---------------------	------------	--

239	Professional & Technical Services		\$1,200.00
277	Computer Software Service		\$2,000.00
362	Stationery & Office Supplies		\$1,800.00
363	Computer Supplies		\$1,000.00
399	Miscellaneous Supplies		\$1,000.00
439	Miscellaneous Insurance	\$5,000.00	
TOTAL	INCREASE / DECREASE	\$39,786.22	\$39,786.22

Vote-Unreserved Fund Balance utilization

Commissioner Hanley made a motion to appropriate from the Unreserved Fund Balance the sum of \$300,000.00 for the purposes of the County Stabilization Fund. Commissioner Wright seconded.

Vote: The motion passed unanimously.

Vote-FY 2016 Supplemental Budget Appropriation

Commissioner Wright made a motion to provide for the following Supplemental Budget Appropriations for the maintenance and operation of the County of Plymouth for fiscal year beginning July 1, 2015 and ending June 30, 2016, as follows:

<u>DEPT</u>		<u>APPROPRIATION</u>	<u>SOURCE</u>
<u>20</u>	<u>County Dredge</u>		
239	Professional & Technical Services	\$117,647.92	
01.20.0.890	Dredge Usage Income Account		\$117,647.92
861	Dredge Purchase	\$212,350.00	
01.20.0.919	County Dredge Grant Account		\$212,350.00
TOTAL	APPROPRIATION / SOURCE	\$329,997.92	\$329,997.92

Vote-FY 2017 Budget Transfers

Commissioner Wright made a motion to provide for the following Supplemental Budget Appropriations for the maintenance and operation of the County of Plymouth for fiscal year beginning July 1, 2016 and ending June 30, 2017, as follows:

<u>06</u>	<u>Building Maintenance</u>	
01.06.4.100	Maint. Wages - Wareham Court	\$1,419.84
01.06.8.100	Maint. Wages - Hingham Court	\$709.92
262	Sub-contract Electrical Work	\$16,964.13
273	Machinery Repair	\$130,906.11
<u>32</u>	<u>OPEB Liability Trust Fund</u>	
490	OPEB Liability Trust Fund Contribution	\$200,000.00

TOTAL APPROPRIATION **\$350,000.00**

Vote-M.G.L. Chapter 64D, sec. 11-Transfer of Deeds Excise to PCRB

Commissioner Wright made a motion that pursuant to M.G.L. Ch. 64D, section 11, and pursuant to that certain agreement entered into by the Secretary of Administration and Finance, the actuary of the Public Employee Retirement Administration Commission, the Plymouth County Retirement Association and their actuaries, the Plymouth County Treasurer, and the County of Plymouth, the County appropriates **\$2,887,157.00** from the net amount of the deeds excise remitted to the state and transferred to the Deeds Excise Fund to the County Retirement system line item to partially satisfy the state's unfunded pension liabilities for the retired employees from the Sheriff's Department for Fiscal Year 2017.

Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Designation of Records Access Officer

Commissioner Hanley made a motion pursuant to the Commonwealth of MA new public records laws, to designate County Administrator Frank Basler as the Plymouth County Records Access Officer. Commissioner Wright seconded.

Vote: The motion passed unanimously.

County Farm Discussion

Commissioner Hanley made a motion to authorize County Administrator Basler to work with DCAMM to establish a lease for the county farm to memorialize use and liability issues.

Commissioner Wright seconded.

Vote: The motion passed unanimously.

Administrator's Report:

Plymouth County Chamber of Commerce–Parade parking, SSCAC parking and bank competition parking

Administrator Basler briefed the Commissioners on the use of the parking lot at 44 Obery Street, Plymouth for the upcoming parade.

Verizon Cell Tower update

Administrator Basler briefed the Commissioners on recent receipt of lease payments for both towers. The county will be receiving \$8,125.00 per tower quarterly. A back payment was also received for \$175,500.

Drone program

Administrator Basler and Commissioner Wright attended a training program on municipal use of drones and proper certification. Administrator Basler and Attorney Gildea are discussing procurement issues and will report back to the Commissioners at a future meeting.

JAG Award–

Administrator Basler had the Commissioners sign a letter concerning awards for the JAG grant of approximately \$121,000.00: Brockton \$86,779.00, Wareham \$11,636 and Plymouth \$10,673. Chairman Pallotta would like to have the Commissioner's personally deliver the checks.

Communication releases–

Administrator Basler briefed the Commissioners on recent press releases and the launching of the county's new Facebook page.

Vehicle contract update–

The Administrator gave an update on the municipal vehicle contract. Currently 365 vehicles have been sold with approximately 297 municipalities participating.

Onset Fire Department Study Committee

Administrator Basler will be meeting with the Onset Fire Station Study Committee Friday, November 11, 2016 to review the RFQ's received. The Committee is very happy with the support of the County.

Vacation time update–

Administrator Basler reported that the team has used approximately 600 hours in September and 420 hours in October.

License Agreement--Colonial Motors

Administrator Basler briefed the Commissioners on the receipt of notification that the agreement for the parking area on the landfill will be ending December 1, 2016 and will not be extended.

Building updates--

Administrator Basler briefed the Commissioners on a recent purchase of a snow blower for the Hingham Courthouse and floor scrubbers/ burnisher machines for the Brockton Superior Courthouse. Rugs have been cleaned and work is being done on the parking lot at Brockton Superior Courthouse.

An insurance payment was received for the boiler at the Registry of Deeds in Plymouth for \$95,218.95 and the Administrator is working with Register Buckley and his team on replacement of two faulty surge protection devices that protect the building and all technology systems by utilizing Tech Funds.

A roof leak was repaired at Wareham Courthouse as well as the replacement of a wall in the probation area. Also, work is being done to repair a motor on a compressor.

Town of Plymouth--Easement Project

The Town of Plymouth has requested the County authorize an easement for the completion of the sewer pipe project. Commissioner Hanley made a motion to authorize Administrator Basler to negotiate with the Town of Plymouth. Commissioner Wright seconded.

Vote: The motion passed unanimously.

Lease--Congressman Lynch's Office--155 West Elm St., Brockton, MA

Administrator Basler briefed the Commissioners on recent meetings held with City of Brockton Mayor Carpenter and the City Planner regarding the District Attorney's Office at 32 Belmont Street as well as the 155 West Elm Street building. The Mayor has expressed interest in the 155 West Elm Street building and Administrator Basler has spoken to Shayna Barnes at Congressman Lynch's office regarding a possible move to 32 Belmont Street once the District Attorney's office has moved.

Next Meeting:

The Commissioners next meeting will be held November 17, 2016 at 6:00 p.m. in the Commissioners meeting room, 44 Obery Street, Plymouth, MA

At 7:10 p.m. the meeting adjourned.

Respectfully submitted,
Nancy O'Rourke
Executive Assistant