

PLYMOUTH COUNTY COMMISSIONERS
MEETING

February 17, 2022

A regular meeting of the Plymouth County Commissioners was called to order at 5:32 p.m. at the County of Plymouth Administration Building, 44 Obery Street, Plymouth, MA. Present were Chairman Sandra M. Wright, Commissioner Gregory M. Hanley, and Commissioner Jared L. Valanzola. Also, in attendance were Treasurer Thomas O'Brien, Register of Deeds John Buckley, 4-H Director Molly Vollmer, County Administrator Frank Basler, and Executive Assistant Nancy O'Rourke.

Chairman Wright called for the Pledge of Allegiance.

Byrne Grant Check Presentation

The Commissioners presented Chief Walter Correia of the Town of Wareham a Byrne Grant check in the amount \$9,212.40. Chief Correia expressed his sincere appreciation and thanks to the County for the much-needed funds.

CARES Act Check Presentation

The Commissioners presented Town Manager Michael Dutton of the Town of Bridgewater and Town Council Vice President Fred Chase three checks totaling \$2,601,515.71 from the Plymouth County CARES Program. Mr. Dutton and Mr. Chase both expressed their thanks on behalf of the residents of the Town of Bridgewater.

Vote Meeting Minutes: January 20, 2022, and January 27, 2022

Commissioner Valanzola made a motion to approve the meeting minutes of January 20, 2022, and January 27, 2022. Chairman Wright seconded.

Vote: The motion passed unanimously.

Due to a scheduling conflict, Chairman Wright requested the agenda be taken out of order to allow Extension Director Molly Vollmer to give her report on 4-H/Extension Service.

Extension Director's Report

4-H/Extension Director Molly Vollmer reports over 500 sets of warm weather gear has been delivered to Father Bills by the 4-H Club members this past month. Educator Cathy Acampora has 24 dog behavior presentations scheduled for the next few months and the Daniel A. Pallotta Greenhouse opening event will take place May 7, 2022. Formal invitations to follow.

Vote to accept and approve CPS Forms:

Dorothy Groves-new hire Index-Comparer 11-1 to vacant position due to promotion; Sean Sullivan-new hire Index Comparer 11-1 to vacant position due to resignation; Kevin Will-former temporary

hire to fill Assistant Building Custodian 3-1 due to resignation; Lisa Bezanson-anniversary step increase to 11-2; Bernadette Tobin-anniversary step increase to 13-3.

Commissioner Valanzola made a motion to accept and approve the personnel status forms listed. Chairman Wright seconded.

Vote: The motion passed unanimously.

Vote to accept and approve vendor vouchers

Commissioner Valanzola made a motion to approve vendor vouchers as recommended by the Treasurer. Chairman Wright seconded.

Vote: The motion passed unanimously.

Vote to accept and approve payroll vouchers

Commissioner Valanzola made a motion to approve payroll vouchers as recommended by the Treasurer. Chairman Wright seconded.

Vote: The motion passed unanimously.

Personnel Handbook update and vote

Administrator Basler presented the final draft to the board for the updated Plymouth County Personnel Handbook. Register Buckley was concerned about Rule 3 of the Rules of Procedure on page 23 that address the approval of CPS forms by the County Commissioners. Currently, a lawsuit is pending in Norfolk County regarding the approval of CPS forms. The Commissioners agreed the handbook can be amended if any court ruling decisions affect Plymouth County. Commissioner Valanzola made a motion to approve the Personnel Handbook as presented. Chairman Wright seconded.

Vote: The motion passed unanimously

Security Camera/Video Policy and vote

Administrator Basler presented policy guidelines and procedures for the use of security cameras on Plymouth County property. OPEIU Registry of Deeds Union has issued a complaint concerning video recording of Registry employees. The Administrator will respond to the Union about their concerns. Commissioner Valanzola made a motion to approve the Security Camera/Video Policy as presented. Chairman Wright seconded.

Vote: The motion passed unanimously.

Deputy Treasurer Surety Bond Vote

Commissioner Valanzola made a motion pursuant to M.G.L. Chapter 35, Sections 2 and 3, to hereby approve the Bond of Jeffrey M. Welch, as Assistant Treasurer, with Western Surety Company, as Surety, and in the sum of Fifty Thousand Dollars (\$50,000.00). Chairman Wright seconded.

Vote: The motion passed unanimously.

CARES Act: update and distribution votes

Commissioner Valanzola made a motion to approve reimbursements in the amount of \$21,352.96 to the City of Brockton. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve reimbursements in the amount of \$26,284.33 to the Town of Carver. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve reimbursements in the amount of \$78,277.33 to the Town of Carver. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve reimbursements in the amount of \$57,733.31 to the Town of Duxbury. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve reimbursements in the amount of \$50,949.94 to the Town of Hanson. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve reimbursements in the amount of \$1,578.38 to the Town of Kingston. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve reimbursements in the amount of \$91,921.33 to the Town of Pembroke. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve reimbursements in the amount of \$92,348.75 to the Town of Pembroke. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve reimbursements in the amount of \$11,449.54 to the Town of Pembroke. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve reimbursements in the amount of \$71,683.63 to the Town of Rockland. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve payment in the amount of \$34,377.50 to Eric A. Kinsherf, CPA Administrative Support. Commissioner Hanley seconded.
Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve payment in the amount of \$580.00 to Murphy, Hesse, Toomey & Lehane, LLP for Administrative Support. Commissioner Hanley seconded.
Vote: The motion passed unanimously.

Treasurer O'Brien stated 88 applications were received since the December 31, 2021, deadline.

American Recovery Plan Act (ARPA)–update

Treasurer O'Brien gave an update on the federal guidance for ARPA with respect to revenue replacement. Currently 9 applications have been received and 3 have been rejected due to insufficient documentation.

Commissioner Valanzola made a motion to approve payment in the amount of \$7,618.75 to Clifton, Larson, Allen, LLP for Administrative Support. Commissioner Hanley seconded.
Vote: The motion passed unanimously.

Commissioner Valanzola made a motion to approve payment in the amount of \$17,457.00 to Clifton, Larson, Allen, LLP for Administrative Support. Commissioner Hanley seconded.
Vote: The motion passed unanimously.

COVID mask policy review

After some discussion on the recent changes to mask mandates in Plymouth County, Commissioner Valanzola made a motion to change the mask mandate policy to optional in the Commissioner's Administrative Building, 44 Obery Street, Plymouth, the Registry of Deeds, 50 Obery Street, Plymouth and the Registry of Deed Satellite Offices in Brockton and Rockland. The Courthouses remain under the Trial Court mandates. Commissioner Hanley seconded.
Vote: The motion passed unanimously.

County Retirement Assessment vote and warrants

Commissioner Valanzola made a motion in accordance with the provisions of the General Laws, Chapter 32, Section 22, Paragraph 7 (c), as amended, that the Retirement Assessments be paid from the Treasury of the County of Plymouth and from the Treasuries of the several towns, districts, etc. (as listed below) for the fiscal period of July 1, 2022, through June 30, 2023.

<u>UNIT</u>	<u>PERCENTAGE</u>	<u>PENSION FUND</u>
County	3.25009%	\$3,065,138
Abington	3.66959%	\$3,460,762
Abington Housing Authority	0.04884%	\$46,060
Acushnet, Marion, Rochester Health District	0.02298%	\$21,676
Bridgewater	4.81096%	\$4,537,176
Bridgewater Housing Authority	0.07302%	\$68,862
Bridgewater-Raynham Regional School District	2.29218%	\$2,161,738

Carver	2.80507%	\$2,645,440
Carver, Marion, Wareham, Regional Refuse Disposal District	0.06100%	\$57,525
Duxbury	5.45390%	\$5,143,530
Duxbury Housing Authority	0.02912%	\$27,463
East Bridgewater	3.45362%	\$3,257,084
East Bridgewater Housing Authority	0.05123%	\$48,317
Halifax	1.70648%	\$1,609,369
Hanover	4.73049%	\$4,461,285
Hanson	2.20190%	\$2,076,594
Hanson Housing Authority	0.03715%	\$35,039
Kingston	3.36344%	\$3,172,031
Kingston Housing Authority	0.00225%	\$2,124
Lakeville	1.49877%	\$1,413,477
Marion	1.50435%	\$1,418,739
Marshfield	8.11052%	\$7,648,961
Marshfield Housing Authority	0.05752%	\$54,248
Mattapoisett	1.74509%	\$1,645,777
Mattapoisett Housing Authority	0.03357%	\$31,655
Middleborough	9.04353%	\$8,528,883
Middleborough Housing Authority	0.17297%	\$163,122
Norwell	3.60285%	\$3,397,821
Norwell Housing Authority	0.03991%	\$37,642
Old Rochester Regional School District	0.93422%	\$881,054
Onset Fire District	0.33794%	\$318,705
Pembroke	4.64439%	\$4,380,084
Pembroke Housing Authority	0.12858%	\$121,266
Plymouth County Mosquito Control	0.22901%	\$215,980
Plympton	0.64882%	\$611,897
Rochester	1.09529%	\$1,032,956
Rockland	5.37144%	\$5,065,757
Rockland Housing Authority	0.05706%	\$53,814
Scituate	6.71371%	\$6,331,641
Scituate Housing Authority	0.11522%	\$108,661
Silver Lake Regional School District	1.05157%	\$991,731
South Shore Regional School District	0.50602%	\$477,225
South Shore Tri-Town Development	0.16898%	\$159,363
Wareham	5.33223%	\$5,028,785
Wareham Fire District	1.25002%	\$1,178,884
Wareham Housing Authority	0.06279%	\$59,215
West Bridgewater	2.93514%	\$2,768,109
West Bridgewater Housing Authority	0.02099%	\$19,792
Whitman	2.81149%	\$2,651,492
Whitman-Hanson Regional School District	1.61137%	\$1,519,669
Whitman Housing Authority	0.10133%	\$95,564
TOTALS	100.00000%	\$94,309,182

Chairman Wright seconded.

Vote: The motion passed unanimously.

Vote-Award IFB for Transcription Services

Commissioner Valanzola made a motion to accept the proposal of **Avenu Insights & Analytics, LLC, 5860 Trinity Parkway, Suite 110, Centreville, VA** as the most responsive and responsible proposal offering the best price of \$0.232 per output line for land record transcription/transcription documentation services for the Plymouth County Registry of Deeds. Chairman Wright seconded.

Vote: The motion passed unanimously.

FY 2023 Budget Directive

Commissioner Valanzola made a motion to approve the FY 2023 Budget Guidelines for Department Heads to adhere to level-service funded proposals. Commissioner Hanley seconded.

Vote: The motion passed unanimously.

Treasurer's Report

Treasurer O'Brien discussed the RFP for Lobbying services currently pending to assist in the legislation for a Pension Obligation Bond for the County. The RFP submissions are due February 28, 2022. The Treasurer briefed the board on the debt for the loan for the Registry of Deeds will be finalized within the next fiscal year. After some discussion, Commissioner Hanley made a motion to request a legal opinion from the County Attorney to use county assets for capital improvements. Commissioner Valanzola seconded.

Vote: The motion passed unanimously.

Maintenance Superintendent's Report

Administrator Basler reports the county will be receiving an insurance check to re-build the chiller at the Hingham District Courthouse. If the electronics are not corrected with the re-build, a new chiller will be purchased. Approximate costs for a new chiller are \$180,000 after the insurance deductions.

Administrator's Report

-Dredge update for Falmouth work

Administrator Basler reports the Town of Falmouth will be using the county dredge for a 4th project this coming week.

-Woodlot RFP update

Administrator Basler has received 6 submissions currently for the Woodlot RFP. March 10, 2022, Administrator Basler, Treasurer O'Brien, and Attorney Resnick will meet to review the submissions and decide on presentations.

-Indoor Target Range Feasibility Study RFP update

The RFP for Indoor Target Shooting Range Feasibility Study has been issued with proposals due March 28, 2022

-Brockton VA Medical Center nomination for National Historic Register

Administrator Basler received a request from the Department of Veterans Affairs nominating the Brockton VA Medical Center to the list of National Register of Historic Places. Mayor Robert Sullivan and Congressman Stephen Lynch input was requested, and Congressman Lynch's office had some concerns on whether an historic designation would impede their efforts to build a new state-of-the-art hospital currently underway. Commissioner Valanzola made a motion to authorize Administrator Basler to send the letter to Mr. Alec Bennett, Senior Historic Preservation Specialist at the Department of Veterans Affairs supporting the nomination.

Commissioner Hanley seconded.
Vote: The motion passed unanimously.

Treasurer O'Brien presented a proposal to award all non-union county employees with a \$300.00 bonus similar to the signing bonus SEIU Maintenance and OPEIU Registry of Deeds unions received upon finalization of contracts. Commissioner Hanley made a motion to approve the bonus of \$300.00 to all non-union county employees. Commissioner Valanzola seconded.
Vote: The motion passed unanimously.

Commissioner's New Business

Commissioner Valanzola expressed his sincere thanks to Register Buckley and Assistant Register White for the tour of the Plymouth Registry of Deeds. Commissioner Valanzola represented the board at the recent event of the West Bridgewater Bi-centennial celebration. The Commissioners received a letter from West Bridgewater Town Administrator David Gagne expressing thanks on behalf of the Town of West Bridgewater for the donation of COVID-19 test kits.

The Commissioner's next meeting will be held Thursday, March 3, 2022, at 5:30 p.m.

At 8:12 p.m. the meeting adjourned.

Documents and/or exhibits:

- Draft Meeting Minutes: January 20, 2022, and January 27, 2022
- Personnel Handbook update
- Vote-Deputy Treasurer Surety Bond
- Policy draft-Security Cameras
- County Retirement Assessment vote
- Vote-Award IFB Transcription Services for Registry of Deeds
- FY 2023 Budget Guidelines
- Letter-West Bridgewater Town Administrator
- Email-Nomination VA Medical Center for National Historic Register

Respectfully submitted,
Nancy O'Rourke
Executive Assistant