

PLYMOUTH COUNTY COMMISSIONERS

MEETING

September 6, 2018

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 Commissioner Sandra M. Wright and Commissioner Gregory M. Hanley. Commissioner Wright called for the Pledge of Allegiance.

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

**Meeting Minutes –July 26, 2018; August 10, 2018**

Commissioner Hanley made a motion to approve the Meeting Minutes of July 26, 2018 and August 10, 2018. Commissioner Wright seconded.

Vote: The motion passed unanimously

**Executive Session Meeting minute clearance–January 14, 2016; August 25, 2016; January 3, 2017; June 1, 2017; and January 25, 2018.**

Commissioner Hanley made a motion to clear the Executive Session Meeting minutes of January 14, 2016; August 25, 2016; January 3, 2017; June 1, 2017; and January 25, 2018. Commissioner Wright seconded.

Vote: The motion passed unanimously

**County Personnel Status Forms**

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

Promotion: Patricia Anderson–Assistant Dept. Head/Index Comparer JG 18-4

Anniversary Step Increase: Rebecca Galandzi to JG 13-2; Elizabeth Sheibley–Goldrosen to JG 18-6

Termination within probationary period: Stephen Morris–Assistant Building Custodian

Fill Existing Vacancy: George Roth–Assistant Building Custodian JG 2-1

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

Vote: The motion passed unanimously.

**Vote–Vendor Vouchers**

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

Vote: The motion passed unanimously.

### **Vote-Payroll**

Commissioner Hanley made a motion to accept and approve payroll as recommended by the Treasurer. Commissioner Wright seconded.

Vote: The motion passed unanimously.

### **Register's Report**

Register Buckley reports the recording fees are on track for August.

### **Treasurer's Report**

Treasurer O'Brien briefed the Commissioners on the expected proposed expenses for the remodel of the building at 32 Belmont Street, Brockton. These expenses may present an issue with cash flow for September.

### **32 Belmont St., Brockton, MA. renovations**

Administrator Basler expects the building permit by September 10, 2018 and the renovations should be complete by October 31, 2018. The satellite office for the Registry of Deeds will be allowed to stay at the 155 West Elm Street office up to November 30, 2018 if necessary.

### **Open Meeting Law allegation from Meg Sheehan**

Administrator Basler briefed the Commissioners on a complaint filed by Attorney Margaret Sheehan with the Attorney General's Office on various issues concerning Executive Session Meeting minutes and the verbiage the Chairman used when entering Executive Session. The complaint was addressed by County Counsel Shannon Resnick. A second letter was received from Attorney Sheehan yesterday regarding the County woodlot and has been referred to Attorney Resnick for response.

Commissioner Hanley feels the complaint is frivolous and expects Attorney Sheehan to be charged for any copies and all administrative time.

### **Central Plymouth County Water District Commission administrative support**

Administrator Basler briefed the Commissioners on the recent decision of the CPCWDC to increase the use of administrative services provided by Plymouth County. The Commissioner's Office and Treasurer's Office assists with procurement support, website postings, office support as well as maintaining budgets and expenditures. Services will be provided for an annual fee of \$1,500 and ad hoc fees based on projects needed.

### **Union and non-union disciplinary process**

At the Chairman's request, Administrator Basler distributed a draft copy of a proposed County Employee Discipline Process. The Plymouth County Personnel Board Rules and Regulations have not been updated since the 1980's and does not address disciplinary process. All three unions have a process in place currently per the contracts. The consensus of the board is in support of the document and will allow the Administrator to go forward with any next steps.

## **Administrator's Report:**

### **Maintenance Update**

Administrator Basler gave an update on the new rugs and ceiling tiles installed at the Wareham District Courthouse. The mandatory lunch meeting held with the entire maintenance staff was very positive and many issues were discussed regarding cleanliness expectations of the Trial Court. Tammy Correa, Human Resources Administrator was in attendance to address HR issues as well as Joan Caruso, SEIU representative.

### **Additional vehicle to Dodge Vehicle Bid: 2019 Police Pursuit AWD Durango**

Commissioner Hanley made a motion to approve the addition of a 2019 Dodge Durango AWD Police Pursuit vehicle to the available vehicles on the Dodge Vehicle Bid. Commissioner Wright seconded.

Vote-The motion passed unanimously.

### **Administrator coverage**

Administrator Basler will be having knee replacement surgery September 20, 2018. He expects to be out of the office for 2 weeks and then working from home on many research projects.

### **Executive Session**

In Accordance with MGL, Chapter 30A, Section 21, held for the purpose to consider the purchase, exchange, lease or value of real property, located at the County Farm, Obery Street, Plymouth, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the governmental body. The Board voted to enter Executive Session and to not return to open public session at 6:05 p.m.

Commissioner Wright called the roll: Commissioner Hanley-Yes. Commissioner Wright-Yes.

At 6:28 p.m. the meeting adjourned.

### **Documents and/or exhibits**

Proposal-County Employee Discipline Process (Draft)

Proposal-CPCWDC Administrative Proposal

Open Meeting Law Complaint Form-Margaret Sheehan

Response Letter re: Open Meeting Law Complaint from Attorney Shannon Resnick

Written Notification re: The County Woodlot-Margaret Sheehan

Meeting Minutes-July 26, 2018 and August 10, 2018

Executive Session Minutes (cleared)-January 14, 2016, August 25, 2016, January 3, 2017, June 1, 2017, January 25, 2018

Plymouth County Sexual Harassment Policy and acknowledgment form

Respectfully submitted,  
Nancy O'Rourke  
Executive Assistant