

## THE COMMONWEALTH OF MASSACHUSETTS

## BRISTOL SS

At a meeting of the Bristol County Commissioners holden in Taunton within and for the County of Bristol on the twenty-first day of November A.D., 2023 by successive adjournments from the September term of the same year.

Present: Commissioner Paul B. Kitchen and Commissioner John T. Saunders.

Chairman Kitchen called the meeting to order at 4:05 pm.

Also in attendance at the meeting Maria Gomes, County Administrator, Facilities Superintendent, Tammy Moutinho, Kelly Ramirez and Ann Carreiro from the Town of Fairhaven.

Chairman Kitchen took item number 9 out of order.

Upon motion of Commissioner Saunders, second by Commissioner Kitchen, it was voted to approve and authorize the ARPA Director and County Treasurer Christopher Saunders to distribute funds related to the **Town of Fairhaven ARPA Application #1206** in the amount of **\$200,000.00** as submitted and approved through the Bristol County ARPA Portal.

To be paid to Vendor **#5163** from the **ARPA** funding as designated by the County Treasurer.

Upon motion of Commissioner Saunders, second by Commissioner Kitchen, it was voted to approve and authorize the ARPA Director and County Treasurer Christopher Saunders to distribute funds related to the **Town of Fairhaven ARPA Application #1202** in the amount of **\$8,249.00** as submitted and approved through the Bristol County ARPA Portal.

To be paid to Vendor **#5163** from the **ARPA** funding as designated by the County Treasurer.

Upon motion of Commissioner Saunders, second by Commissioner Kitchen, it was voted to approve and authorize the ARPA Director and County Treasurer Christopher Saunders to distribute funds related to the **City of Fall River ARPA Application #1192** in the amount of **\$450,000.00** as submitted and approved through the Bristol County ARPA Portal.

To be paid to Vendor **#538** from the **ARPA** funding as designated by the County Treasurer.

Chairman Kitchen reverted to item #1.

Jason Urso, PE was present from Tighe & Bond Engineers.

A lengthy discussion was had on what engineering and design services Tighe and Bond would be preparing. Three options were discussed. Commissioner Kitchen expressed the wish to keep their cost under \$600,000.00. Focus on the proposal #2 which initially is \$647,900.00. What can be reduced in that proposal should be the focus. Also, Urso stated that he could provide the names of a couple of Owner Project Managers ('OPM').

Received a notice from the Bristol County Agricultural High School on the following employment matters:

- |                  |                            |                    |
|------------------|----------------------------|--------------------|
| 1. Linda M Hough | Termination of PT          | Effective 10/23/23 |
| 2. Carol W. Carr | FMLA 10/30/23 thru 1/22/23 | Effective 10/30/23 |

Received a notice from Register Mello of the New Bedford Southern Registry of Deeds on the following employment matters:

- |                         |                    |                    |
|-------------------------|--------------------|--------------------|
| 1. Sherrilynn Mello     | New Wage Rate      | Effective 7/01/23  |
| 2. Deborah Rose         | New Wage Rate      | Effective 7/01/23  |
| 3. Madie-Lynn Bourgeois | Reclassify         | Effective 11/27/23 |
| 4. Stephanie L. Pomfret | PT to FT           | Effective 12/04/23 |
| 5. Alyssa L. Branquinho | New Hire-Jr. Clerk | Effective 12/4/23  |

Received a notice from Register Amaral of the Taunton Northern Registry of Deeds on the following employment matters:

- |                      |               |                   |
|----------------------|---------------|-------------------|
| 1. Barry J. Amaral   | New Wage Rate | Effective 7/01/23 |
| 2. Lynne M. Ferreira | New Wage Rate | Effective 7/01/23 |
| 3. Olga M. Costa     | New Wage Rate | Effective 7/01/23 |

Received a notice from Register McDonald of the Fall River Registry of Deeds on the following employment matters:

- |                            |               |                   |
|----------------------------|---------------|-------------------|
| 1. Bernard J. McDonald III | New Wage Rate | Effective 7/01/23 |
| 2. Heather M. Ciullo       | New Wage Rate | Effective 7/01/23 |
| 3. Virginia L. Plasski     | New Wage Rate | Effective 7/01/23 |

A motion was made by Commissioner Saunders, seconded by Commissioner Kitchen to approve the CP's as presented.

The following Warrant have been/will be reviewed and entered into the record:

Payroll Warrant #24051	11/16/23	\$208,061.50
AP Warrant # 24042	11/14/23	\$484,451.45
AP Warrant #24049	11/14/23	\$457,252.75
AP Warrant #24050	11/14/23	\$1,311,079.00

A motion was made by Commissioner Saunders, seconded by Commissioner Kitchen to approve the warrants as previously reviewed and approved and enter them into the record.

A motion was made by Commissioner Saunders, seconded by Commissioner Kitchen to approve the minutes of November 9, 2023.

Upon motion of Commissioner Saunders, second by Commissioner Kitchen, it was voted to approve and forward to the Treasurer's Office for payment, invoice 202326836, made payable to the **National Association of Counties ('NACO')**, PO Box 38059, Baltimore, MD 21297-8059 in the amount of \$500.00 for annual County Membership dues from 1/1/2024 to 12/31/2025.

Vendor #5819 to be paid from 13420-52239.

Upon motion of Commissioner Saunders, second by Commissioner Kitchen, it was voted to approve the request of David Santoro to use the *Attleboro 4<sup>th</sup> District Court* to hold an **Eagle Court of Honor** January 9, 2023 from 6:00 pm to approximately 8:00 p.m.



Upon motion of Commissioner Saunders, second by Commissioner Kitchen, it was voted to approve and forward to the Treasurer's Office for payment, in accordance with the documentation, invoice #BCCO1112023 received from the **Children's Advocacy Center of Bristol County 58 Arch Street, Fall River, MA 02724** for **November** operating expenses, in the amount of **\$2,500.00 each**.

It is noted this is for vendor # **6891** and will be charged to **01000-54490**.

Upon motion of Commissioner Saunders, second by Commissioner Kitchen, it was voted to approve the **Bristol County ARPA Closeout Plan** as follows:

1. **January 2, 2024** Memo to all County Communities on 2024 timeline
  - a. With all grant contracts ending June 30, 2024, County must assess remaining balances to optimize fund redistribution and obligations before December 2024.
  - b. Assess all existing grants – claw back unspent funds on completed projects.
  - c. Encourage communities' interest in additional redistribution to submit applications into portal that are preferentially "reimbursements" or primed for award against encumbrance/obligation for "advances" before December 31, 2024.
2. **March 1, 2024** Communities submit Plan memo to County on how they expect to expend remaining funds from original allotment. Memo should detail expected return of funds from any unused portions from previously awarded grants.
3. **May 1, 2024 -** All projected reversions due to the County Treasury from communities that have completed projects and left over funds – or projects not likely to be completed by December 31, 2026
4. **July 1, 2024** County recalculates remaining funds for re-distribution(\*) to communities that have identified projects that can be completed through reimbursement or advancement by December 31, 2026
  - a. Community Plan to include new contracts with new deadlines on a case-by-case basis.
  - b. Community agrees to provide updates on ALL projects by 10/15/24 for final closeout.
5. **September 13, 2024** County receives final project updates from all communities.
  - a. County reserves right to take action to call back any awards due to inability to obligate funds by December 31, 2024

Next regular meeting is Tuesday, December 19<sup>th</sup>.

A motion was made by Commissioner Saunders, seconded by Commissioner Kitchen to adjourn at 4:53 pm.

APPROVED  
DATE

12/19/23  
*[Signature]*  
*[Signature]*  
*[Signature]*

BRISTOL COUNTY  
COMMISSIONERS