

THE COMMONWEALTH OF MASSACHUSETTS

BRISTOL SS

At a meeting of the Bristol County Commissioners holden at Taunton within and for the County of Bristol on the sixth day of June A.D., 2018 by successive adjournments from the March term of the same year.

Present: Chairman Paul B. Kitchen, Commissioner John R. Mitchell and Commissioner John T. Saunders

Also present at the meeting: Adele Sands, Wendy Irons, Frederick Kalisz, Jr., Susan Morris, Barry Amaral, Fran McGuirk, BJ McDonald, Scott Aguiar and Maria Gomes.

The Priority Needs Meeting was called to order at 4:00 pm.

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

- 1. Robyn Van Rotz Dir. of External Affairs and Community Partnerships Effective 7/1/18
- 2. Ryan Miranda Permanent Facilities Director Effective 7/1/18

Received a notice from the Register Barry Amaral, Taunton Registry of Deeds for the following employment matter:

- 1. Michelle Couto-Barbosa Tech Fund PT Position Effective 6/12/18

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

There was discussion on the Commercial Building Insurance policy and what was to be included in the FY 19 Budget.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was voted to approve the Building Insurance Summary, as submitted by John Beauregard, CIC, Vice President, Sylvia & Company Insurance Agency, Inc., which is the renewal of the commercial property policy for the County of Bristol for July 1, 2018 to June 30, 2019, as provided from Starr Specialty Lines and Travelers Insurance, with an estimated premium of \$145,931.00. In addition, insurance for the RSUI Indemnity Directors and Officers & Employment Practices Liability will be added to the insurance policy for an estimated premium of \$14,960.00.

It was further voted to authorize Commissioner Paul B. Kitchen, to execute the Affidavit by Assured and the insurance application for FY 2019.

It is noted that this will be charged to **13420-54431**, and paid to vendor # 6891 for **FY 2019 Budget**.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was voted to approve the transfer of funds request from the Bristol County Agricultural High School, previously approved by the Board of Trustees on March 27, 2018.

<u>Transfer From:</u>		<u>Transfer To:</u>		
Medical	9320005-53359	SIS-PowerSchool	92455024-52277	\$22,345.00
CORE-H/I Retirees	95250230-64437 (Crimper)	Field Crops	92420085-53301	\$ 4,227.00
CORE-H/I Retirees	95250230-64437 (No till Seed Drill)	Field Crops	92420085-53301	
	<u>\$23,000.00</u>			
(See attached transfer detail)				\$49,572.00

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was voted, in accordance with the request of Wendy Irons, Business Manager, Bristol County Agricultural High School, per her Memorandum dated June 6, 2018, to approve the transfer of **\$ 61,952.09** from the Chapter 6 Account to be appropriated in the FY19. Budget.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was voted, in accordance with the request of Wendy Irons, Business Manager, Bristol County Agricultural High School, per her Memorandum dated June 6, 2018, to approve the FY17 excess revenue funds that have been closed out to the unreserved fund balance in the amount of **\$ 401,075.91**, and appropriate to the FY19 Budget.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was voted, in accordance with the request of Wendy Irons, Business Manager, Bristol County Agricultural High School, per her Memorandum dated June 6, 2018, to approve the **FY19 Budget** in the amount of **\$9,472,833.00**.

The FY19 budgets for the Taunton Registry of Deeds, the New Bedford Registry of Deeds and the Fall River Registry of Deeds' budgets were reviewed. Non-union personnel are requesting a 2% increase. Those raise numbers are included in the submitted budgets.

The New Bedford Registry has approximately \$60,000 extra in its medical line item to account for the potential of two new hires. The Taunton Registry may have some extra funds in its medical line item to help balance the budget.

Registrar Kalisz from the New Bedford Registry asked a question about how the other two Registries compute their Deeds Excise Budget number. Susan Morris offered information on how the New Bedford Registry computes its Deed Excise Budget.

Commissioner Mitchell mentioned the pending Bills that are at the State level that have the potential to increase revenue for the registries.

The County Treasurer's budget was reviewed. There were no questions on the budget as presented.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was voted to close the **County of Bristol Claims Fund** and transfer the balance to the General Fund. The County has determined that all claims have been paid.

There was some discussion between the Commissioner's and County Treasurer Saunders as to the options for funding the OPEB Trust. Treasurer Saunders discussed the possibility of establishing a trust fund similar to what Plymouth County has in place. He has a sample Financial Advisor RFP on that option. With that option, Bristol County could invite other members/communities to become part of the trust fund. It would be less costly for smaller communities to join this type of plan because administrative costs would be spread out. If the commissioners were to fund just a small amount, the Treasurer indicated he would just invest those funds in a CD.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was voted to budget \$25,000.00 and deposit into the **County of Bristol Other Post Employment Trust Fund which will be** established in the Fiscal Year 2019 Budget per the Bristol County Commissioner's vote taken on March 27, 2018. The County Treasurer shall be custodian of the Fund.

Administrator Gomes indicated that the current FY 19 Budget, as presented, totals \$21, 722,078.02 with the projected revenues at \$21,542,681.05. Work is still being done on the FY19 Budget.

Upon motion of Commissioner Saunders, seconded by Commissioner Mitchell, it was voted to close the **Bristol County Sheriff’s Grants Fund** and transfer the balance to the General Fund. All grants have been closed and funds represent County portion to be allocated for County use.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was voted to approve the request of Kevin P. Braga, Assistant Superintendent/Principal of the Bristol County Agricultural High School, to reimburse **Sandra Noel, \$1,227.00** for her course LBS 724 completed at Salem State University from 9-11-17 through 12-18-17.

On the Vote, Roll Call:

Commissioner Mitchell	Yes
Commissioner Saunders	Yes
Commissioner Kitchen	No

Motion carries.

A motion was made by Commissioner Saunders, seconded by Commissioner Mitchell to approve the minutes of the May 22, 2018 meeting.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders it was unanimously voted to engage **Atlantic Elevator South Co., Inc.**, 1900 Fall River Avenue, Seekonk, MA 02771, to file and arrange for the required annual inspection and safety test for the elevator located at the New Bedford Registry of Deeds, 25 North Sixth Street, New Bedford - which is required by the Commonwealth of Massachusetts General Laws, Section 64, Chapter 143.

It was further voted to authorize the County Treasurer to issue a check in the amount of **\$421.00** for one (1) unit (permit application fee of \$ 400.00 for unit tested and a permit processing fee of \$21.00) to be made payable to Atlantic Elevator South Co., Inc. for electronic filing. Atlantic Elevator will file and arrange for the required safety test.

It is noted that this will be charged to Budget Item # **10614-54479** New Bedford Registry of Deeds for vendor **282**.

There was some discussion about what/if the County should pay for flowers used to plant around the county buildings.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders, it was voted to pay Invoice **#522218** in the amount of **\$318.00** received from the Bristol County Agricultural High School for flowers planted at the New Bedford Registry of Deeds.

Said funds to be transferred to the BCAHS account from **10614-53319**.

Upon motion of Commissioner Saunders, seconded by Commissioner Mitchell, it was voted in accordance with the documentation received from Michelle Loranger, Executive Director, **Children’s Advocacy Center of Bristol County**, 58 Arch Street, Fall River, MA 02720, dated May 29, 2018 to approve and forward to the Treasurer’s

Office, an invoice for expenses related to **May & June** rent only (all occupancy costs are included in the total rent cost) in the amount of **\$2,242.00**.

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

Upon motion of Commissioner Saunders, seconded by Commissioner Mitchell, it was voted to approve the estimate dated May 7, 2018 received from **Jose Cardozo Contracting Co.** 150 Four Winds Drive, Fall River, MA 02720 in the amount of **\$2,408.00** for roof repairs at the Taunton Registry of Deeds, 11 Court Street, Taunton.

Vendor #**2893** from **40-55599**.

Upon motion of Commissioner Saunders, seconded by Commissioner Mitchell, it was voted to approve the Work Order # 6619, received from **Dream Carpets, Inc.**, 233 Bridle Way, Tiverton, RI 02878, for the carpet cleaning at the Taunton Registry of Deeds, 11 Court Street, Taunton.

Vendor #**6527** from **40-55599**.

A motion was made by Commissioner Mitchell, seconded by Commissioner Saunders to forward a "Demand for Settlement" letter from Attorney Shannon Leelyn, dated May 30, 2018 regarding an incident involving someone who was incarcerated at the Bristol County House of Correction. Administrator Gomes was asked to forward the letter to Attorney Novack, asking him to issue the appropriate response.

A communication was received from Attorney Daniel McColgan regarding a personal injury that took place at the Bristol County House of Correction. Received and placed on file.

Upon motion of Commissioner Saunders, seconded by Commissioner Mitchell, it was voted to approve the audit proposal from **Lynch Marini & Associates, Inc.** for the Fiscal Year 2018 audit services in the amount not to exceed **\$26,000.00**.

Vendor # **2493** charged to **13420-52233**.

Upon motion of Commissioner Saunders, seconded by Commissioner Mitchell, it was voted to approve the audit proposal from **Sherman Actuarial Services LLC** to provide "a written report with full disclosure under the GASB OPEB Statements for FYE18". Said service cost **\$1,500.00**.

Vendor # charged to **13420-52233**.

A motion was made by Commissioner Saunders, seconded by Commissioner Mitchel to approve payment of Warrant #18106 and approve the transfer request to move funds for telephone service.

A motion was made by Commissioner Saunders to adjourn at 4:43 pm.