

## 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 twelfth day of March A.D., 2019 by successive adjournments from the September term of the previous year.

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

Also present: County Administrator Maria Gomes, Facilities Superintendent Scott Aguiar, Benefits Coordinator Peter Carreiro and insurance broker James O'Leary.

Meeting commenced at 4:01 pm.

Prior notices were received from the Bristol County Agricultural High School regarding the following employment matters:

- |                     |                               |                   |
|---------------------|-------------------------------|-------------------|
| 1. Madeline McGuire | Teacher Aide Resignation      | effective 2/2/19  |
| 2. Daniel King      | Floating Foreman Resignation  | effective 2/14/19 |
| 3. Scott A. Rose    | Promotion to Floating Foreman | effective 2/19/19 |

Notice was received from the Bristol County Agricultural High School regarding the following employment matter:

- |                  |                                  |                   |
|------------------|----------------------------------|-------------------|
| 1. Connor Worden | Emergency Employment-Sub.Teacher | effective 3/19/19 |
|------------------|----------------------------------|-------------------|

Notice was received from the New Bedford Registry of Deeds regarding the following employment matter:

- |                              |            |                   |
|------------------------------|------------|-------------------|
| 1. Deborah L. Lima-Gonsalves | Retirement | effective 1/18/19 |
|------------------------------|------------|-------------------|

Upon motion of Commissioner Saunders, seconded by Commissioner Mitchell it was voted to approve the minutes from February 28, 2019 as presented.

Upon motion of Commissioner Saunders, seconded by Commissioner Mitchel it was voted to approve the following Payroll and AP Warrants:

Payroll Warrant #19093	dated 3/14/19	\$158,492.28
AP Warrant #19088	dated 3/12/19	\$197,303.30
AP Warrant #19089	dated 3/12/19	\$455,348.29
AP Warrant #19090	dated 3/12/19	\$329,356.33
AP Warrant #19092	dated 3/12/19	\$ 6,375.00

Unanimously approved.

A motion was made by Commissioner Saunders, seconded by Commissioner Mitchell to receive and place on file a communication dated February 23, 2019 from the Bristol County Retirement Board regarding a meeting scheduled for April 24, 2019 to discuss a potential COLA increase.

County Administrator Gomes announced that after discussion with Peter Carreiro, the Benefits Coordinator and the Treasurer's Office, Open Enrollment for FY 2020 benefits will be held from April 29, 2019-May 28, 2019.

Mr. O'Leary from Milton ET Lawrence Company, the insurance broker handling the County's voluntary insurance benefits through Boston Mutual, appeared before the County Commissioners to discuss open enrollments. The County had requested that there be another open enrollment period for employees to be allowed the opportunity to sign up for voluntary benefits. He indicated that typically these types of enrollments are only offered every 5-6 years. He requested the opportunity to offer two additional voluntary plans if the County wished to have an open enrollment for FY 2020. After review of the suggested new offerings, the Commissioners voted.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders it was voted to approve two additional voluntary programs to the benefit package offered by Boston Mutual: Group Accident Coverage and Employee Life Option Plus.

A communication addressed to the Massachusetts County Commissioners Association was discussed. The communication discussed the Association hiring Rasky Partners to help lobby legislation H.2429 identified as the CPA/County funding legislation. Commissioner Mitchell would be having further conversation with the Association's Executive Board.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders it was voted to approve and forward to the Treasurer's Office for payment the Quote #450, dated February 21, 2019, from **Patrick Vincent**, 254 Fourth Street, Fall River, MA 02721 in the amount of \$12.50.

To be paid to Vendor #7440 from account **13420/52234**.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders it was voted to specify the DeLaval robotic milker in a proprietary manner because, after researching alternative options, it was determined to be in the public interest to do so. The primary reason is that only DeLaval can service their robotic milker within the necessary time should the robot go down. That response time is essential for the health and wellbeing of the animals.

A revised policy was received from the Director of Accounting, Lisa Rogers. The amount thresholds have been changed to coincide with the 30B regulation changes.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders it was voted to adopt the revised *"Procedures Surrounding the Purchasing of Goods and Services and Payment Processing"* as proposed by the Director of Accounting, Lisa Rogers.

The revised policy reads as follows:

## **I. OVERVIEW**

The following provides an overview of the procedures to be followed by all County departments in the processing of County vendor related expenditures. These procedures are intended to provide a general guideline for the County's purchasing of goods and services. Individual County departments may implement additional policies and procedures which impose additional controls over the purchasing of goods and services (i.e. purchase order system). Furthermore, these policies and procedures are not designed to identify all circumstances in the purchasing process. Any circumstance which does not seem to be addressed by established guidelines will be formally communicated to the County Administrator, Treasurer and Director of Accounting for proper disposition. All such communication and course of action will be formally documented.

## II. REQUIREMENTS

The County is subject to Massachusetts General Laws (MGL) for the procurement of goods and services. The following MGL citations are of primary reference in the procurement of goods and services:

- Procurement of goods and services – MGL Chapter 30B Uniform Procurement Act
- Public construction projects – MGL Chapter 30, Section 39M, MGL Chapter 25A, MGL Chapter 149.

The County will utilize the guidance published by the Massachusetts' Inspector General, *"Municipal, County, District and Local Authority Procurement of Supplies, Services and Real Property"*, commonly referred to as the 30B Manual. This manual will be utilized in conjunction with provisions of MGL.

All departments will maintain a copy of this manual along with the County's policies and procedures.

### GENERAL

In general, the following basic consideration will apply in the purchasing process:

- Contracts costing less than \$10,000 will be purchased using sound business practice. (i.e. providing the County the most favorable price, quality of goods and service).
- Contracts costing \$10,000 to \$50,000 will seek at least (3) quotes from vendors and award the contract to the responsible vendor offering the goods or services for the best price.
- Contracts over \$50,000 will require a formal advertised competition using sealed bids or proposals (as outlined by the 30B Manual).

As required by MGL, all contracts costing \$10,000 or more will be evidenced by a written contract. A copy of all contracts and related procurement will be maintained in a central location as designated by the County Commissioners.

## III. RESPONSIBILITIES

- The County Commissioners are to serve as procurement officers of the County, unless such procurement duties have been delegated to other individuals. Such delegations will be formally documented and such forms will be maintained on file and provided to the Office of Inspector General as may be appropriate.



- The County Commissioners will award and sign all contracts of the County, unless such duties have been delegated as previously indicated.
- All contracts will be awarded in accordance with the provisions of MGL.
- All department heads are responsible for monitoring their respective appropriations as approved by the County Commissioners and the County Advisory Board.
- All purchases of capital assets will be maintained in accordance with the *County's Capital Asset Policies and Procedures*.

#### IV. INVOICE PROCESSING

##### A. DEPARTMENTS

All department heads are responsible for the following:

##### Procurement:

- Ensuring that the procurement of goods and services have been performed in accordance with the County's policies and procedures.
- Ensuring that the purchase/acquisition of any capital assets are maintained in accordance with the County's *Capital Asset Policies and Procedures*.
- Ensuring all goods are maintained in a secure manner and the use is in accordance with County duties and functions.
- Ensuring all services provided are for County functions.
- Ensuring a Form W-9 (request for taxpayer identification number) has been obtained and provided to the Treasurer's office.

##### Invoicing:

- Determination of proper receipt of goods and services.
- Determination that all amounts charged are appropriate.
- Determination that all amounts charged have been verified to applicable procurement documentation. Such verification will be formally documented on the face of invoices.
- All supporting documentation, (i.e. packing slips) will be "attested to" and attached to original invoices.

##### Submission for processing/payment:

- Only original invoices will be attached to the "Schedule of Bills/ voucher". Photo or facsimile copies are not acceptable. In the event an original invoice is not available, there

will be formal documentation as to the reason, for ultimate determination by the County Commissioners as to payment.

- All "Schedule of bills/vouchers" must be completed by the department with the date, vendor name and address for each invoice and the proper account intended to be charged.
- All departmental "Schedule of Bills/ vouchers" will be signed with original signature by the Department Head, or designee approved by the County Commissioners.

All Agricultural High School bills will be approved by the Director-Superintendent and a majority of the Board of Trustees.

- All departments, with the exception of the Agricultural High School, will submit approved "schedule of bills/vouchers" to the County Treasurer's office on a bi-weekly basis.
- Agricultural High School "Schedule of bills/vouchers" will be submitted at minimum on a monthly basis.
- The "cutoff" period for approved bills to be included on bi-weekly warrant is **Friday at 12:00 pm.**

#### TREASURER'S OFFICE

- All departmental "schedule of bills/vouchers" will be reviewed for proper approval, completeness and propriety of supporting documentation by designated treasury staff. Such review will be formally documented by the individual.
- Any revisions, adjustments and/or corrections (i.e. amounts, accounts to be charged) to be made will be documented, reviewed with the Director of Accounting and/or Treasurer and formally communicated to the appropriate department head for approval.
- All invoices will be input into the MUNIS computerized accounting system by designated treasury personnel, giving each "schedule of bills/voucher a voucher number. A warrant will be generated and reviewed by the Director of Accounting. Such review will be formally documented.
- The designated treasury personnel is responsible to ensure all vendors have been properly coded within the accounting system (i.e. W-9 on file, Form 1099 to be received, etc).
- The warrant and accompanying "schedule of bills/vouchers" will be presented to the County Commissioners and Clerk of the Courts on Tuesday afternoon for review and approval. All warrants will be signed by a majority of the County Commissioners and the Clerk.
- Upon receipt of an approved warrant from the County Commissioners, the Treasurer will print the associated check and check registers.

- All checks will be signed electronically utilizing the electronic signature card which will be maintained under lock.
- All warrants and associated checks will be maintained in a check log.
- All checks will be put into envelopes and sealed by treasury staff. All checks will be mailed by the Treasurer's office personnel. No checks will be returned to departments for circulation to vendors.
- All invoices will be stamped "Paid" to prevent duplication in the payment process.
- All "schedules of bills/vouchers" and invoices will be maintained on file by warrant.
- All approved warrants, check register, ledger postings and other reports will be maintained on file in the Treasurer's office in an orderly manner.

## V. ADMINISTRATION

As the governing body of the County the County Commissioners is responsible for the internal controls. Any amendment to this policy will be made solely upon approval by the County Commissioners. Primary responsibility for the administration and monitoring of this policy will reside with the County Administrator, County Treasurer and Director of Accounting.

These procedures are reviewed on a periodic basis and updated as necessary. The County Commissioners will communicate this policy to all employees and officials on an annual basis

*Lisa Rogers*

Director of Accounting

February 28, 2019

## Acknowledgement Form

By signing below, you acknowledge that you have received a copy of the Procedures Surrounding the Purchasing of Goods and Services and Payment Processing and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your full name

*Please sign and date one copy of this notice and return it to Maria Gomes, County Commissioners Office.  
Retain a second copy for your reference.*



The Commissioners reviewed two window quotes to replace/repair the arched window above the judge's entry at the front of the Taunton Superior Court. Two quotes were received. The first quote from Pleasant Avenue Restoration in the amount of \$7,657.00. The quote did not include the cost for staging or a lift. The second quote was received from Strojny Glass Co of Taunton for \$8,088.00. The Strojny quotes included all costs for installation.

Upon motion of Commissioner Mitchell, seconded by Commissioner Saunders it was voted to approve the proposal dated March 12, 2019 from **Strojny Glass Co.**, 92 Weir Street, PO Box 625, Taunton, MA 02780 in the amount of \$8,088.00 as the lowest, all-inclusive bidder, for the arched window replacement above the Judge's Entry at the Taunton Superior Court.

To be paid to Vendor #676 from account **10610-52269**. Invoice to follow.

Commissioner Saunders suggested that the County look into the cost of purchasing a lift given the fact that the County has spent so much money renting a lift. It could be stored behind the building and covered for protection. Administrator Gomes said that United Rental was going to provide the County with the cost to purchase a new or used lift.

Administrator Gomes provided an update on the current interior emergency repair work at the Taunton Superior Court. Mr. Aguiar was currently working on having the inserts reconditioned to install back into the windows in the courtroom. Also, three separate quotes have been solicited for new drapes and the necessary hardware inside the courtroom. The cheapest quote has come from a local company for approximately \$5,600. The finalized quotes would be provided once the window work is completed.

Administrator Gomes said that she would like to have some contractors provide pricing to scrape and repaint the windows at the courthouse, especially those that surround the courtroom.

While discussing the repair of the Taunton Superior Courthouse, Administrator Gomes stated that she would like to see the County address the next section of the roof which faces the Court Street area. The Commissioners were in agreement that the county should solicit bids for the next section of roof to be replaced.

Ms. Gomes stated that another Public Records Request has been received but it is too general and not specific enough to be able to provide an appropriate response with a good faith estimate of costs. She has sent a reply to the requestor asking for more specifics.

A motion was made by Commissioner Mitchell, seconded by Commissioner Saunders to adjourn at 4:37 pm.

APPROVED  
DATE

3/26/19

*[Signature]*  
*[Signature]*  
*[Signature]*  
BRISTOL COUNTY  
COMMISSIONERS