

OPEN SESSION MINUTES OF THE MEETING OF 7/22/20

Pursuant to proper notice, a public meeting of the County Commissioners of the County of Norfolk was held via teleconference on July 22, 2020, notice of said meeting having been posted as required by law.

Commissioners present were:

Chairman Francis W. O'Brien (via teleconference)

Commissioner Peter H. Collins (via teleconference)

Commissioner Joseph P. Shea (via teleconference)

Chairman O'Brien called the meeting to order at 1:00 pm.

Chairman O'Brien stated today's meeting is conducted under remote participation as detailed in Governor Baker's Order of March 12, 2020.

Chairman O'Brien observed a moment of silence for recently deceased family members of Commissioner Shea.

A motion was made by Commissioner Collins, seconded by Commissioner Shea and

VOTED: To approve the Minutes of the Open Session Meeting
of July 15, 2020 as submitted

Chairman O'Brien asked for any public comments. There were no public comments.

Chairman O'Brien asked teleconference participants to identify themselves.

Those identifying themselves were: John McGowan (Superintendent of Buildings), Jeanne McLeish (Administrative Assistant), Bill Buckley (Assistant County Director), Michelle Labadini (Manager of Personal Services), Michael Mullen (County Director), Philip Iantosca (Manager of Administration and Budgets), Nancy Rockwell (CPO), Dale Kurtz (Veterans' Services Advocate)

John McGowan, Superintendent of Buildings, presented the Capital Improvement Report and Coronavirus Update. He stated the Facilities Maintenance Department is completing partition installations at Dedham District Court and Brookline District Court. Mr. McGowan stated when staff completes partition installation they will return to other court facilities to finish any remaining work or additional requests surrounding court reopening.

He stated Facilities Maintenance has received shipment of electrostatic spray guns and each court now has a dedicated spray gun. Mr. McGowan stated the County's backpack sprayer order is delayed and back ordered.

He stated Facilities Maintenance cannot neglect other necessary work while they are concentrating on court reopening and COVID-19 projects. Mr. McGowan stated the Registry of Deeds Parking Lot and Quincy District Court Parking Lot need attention, including striping. Commissioner Shea stated now may be an ideal time for parking lot work as they are not near capacity. He asked if Mr. McGowan could combine pricing on parking lot work. Mr. McGowan stated he obtained a price for parking lot work but withheld the project due to the FY20 spending freeze.

Chairman O'Brien stated he received a letter from the Chief of Probation at Stoughton District Court thanking the Commissioners for the work of Mr. McGowan and his staff at the court.

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Chairman O'Brien thanked Mr. McGowan for his report.

Chairman O'Brien announced the Commissioners executed personnel matters as follows:

Col. # 9 – Agricultural High School

Notice of Resignation due to relocation for Jason C. Erhardt as 184 Day Instructor, JG: 3-4 \$62,377.08 yr., effective 8/28/20.

Notice of Resignation due to relocation for Courtney B. Erhardt as Substitute Instructor, JG: Flat \$100.00/day, effective 7/10/20.

Notice of Resignation for Delaney MacDougall as Student Worker/Summer Camp, JG: Flat \$14.25/hr., effective 7/14/20.

Notice of Resignation for Hailey R. Lannigan as Student Worker/Summer Camp, JG: Flat \$13.50/hr., effective 7/14/20.

Notice of Resignation for Emily Leonard as Student Worker/Summer Camp, JG: Flat \$14.25/hr., effective 7/14/20.

Notice of Resignation for Max Kane as Student Worker/Summer Camp, JG: Flat \$14.25/hr., effective 7/14/20.

Notice of Resignation for Laura E. Boutilier as Student Worker/Summer Camp, JG: Flat \$13.50/hr., effective 7/14/20.

Notice of Resignation for Valerie A. Sarakiniotis as Student Labor/Animal Science, JG: Flat \$14.25/hr., effective 7/14/20.

Notice of Resignation for Mark W. Merchant as Student Labor/Animal Science, JG: Flat \$12.50/hr., effective 7/14/20.

Notice of Resignation for Trevor J. Masterson as Student Labor/PS, JG: Flat \$13.50/hr., effective 7/14/20.

Notice of Resignation for Livia R. Davis as Student Worker/Animal Science, JG: Flat \$14.25/hr., effective 7/14/20.

Notice of Resignation for Jacob W. DePass as Student Labor/Animal Science, JG: Flat \$14.25/hr., effective 7/14/20.

Notice of Resignation for Evelyn G. Ryan as CEC Student Worker, JG: Flat \$12.00/hr., effective 7/14/20.

Notice of Resignation for Ariel E. Powers as CEC Student Worker, JG: Flat \$12.00/hr., effective 7/14/20.

Notice of Resignation for Margot E. Mental CEC Student Worker, JG: Flat \$12.00/hr., effective 7/14/20.

Notice of Resignation for Heidi N. Keith as CEC Student Worker, JG: Flat \$12.00/hr., effective 7/14/20.

Notice of Resignation for Sarah M. Jefferson as CEC Student Worker, JG: Flat \$12.00/hr., effective 7/14/20.

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Notice of Resignation for William P. Hagar as CEC Student Worker, JG: Flat \$12.00/hr., effective 7/14/20.

Notice of Resignation for Casey R. Frommer as CEC Student Worker, JG: Flat \$12.00/hr., effective 7/14/20.

Notice of Resignation for Aiden R. Francis as CEC Student Worker, JG: Flat \$12.00/hr., effective 7/14/20.

Notice of Resignation for Trinity E. Collette as CEC Student Worker, JG: Flat \$12.00/hr., effective 7/14/20.

Notice of Resignation for Nathaniel W. Belmont as CEC Student Worker, JG: Flat \$12.00/hr., effective 7/14/20.

Notice of Resignation for Alcta L. Sosa as Student Worker/Summer Camp, JG: Flat \$14.25/hr., effective 7/14/20.

Col. # 20 – Wollaston Recreational Facility

Notice of Rate Increase for Richard E. Jones as Ranger, JG: Flat from \$12.00/hr. to \$12.75/hr. effective 7/1/20.

Chairman O'Brien discussed the Facilities Maintenance Senior Building Custodian Position. He stated the position should be filled right away. Mr. Mullen stated in following the collective bargaining agreement the position was opened internally and there were no internal candidates. He stated the position will be posted externally in order to fill the position soon. Mr. Mullen stated the position will be posted on the County's website and will applications be accepted.

Chairman O'Brien announced there are no bid openings as detailed in Exhibit A.

Chairman O'Brien announced there are contract awards as detailed in Exhibit B.

Chairman O'Brien announced the Commissioners executed payroll and expense warrants as follows:

21-3	Payroll – County	149,573.92
07-03-21	Expense – County	764,969.46

Mr. Mullen discussed the June 30, 2020 Trial Balance. He stated the County ended the fiscal year with an unappropriated balance of \$2,397,944.63. Mr. Mullen stated FY20 had many challenges and many County revenue streams fell short in FY20, which prompted reductions in revenue projections in the FY21 Budget. He stated the County received 102.58% of projected revenues mostly due to Registry of Deeds fee and excise collections exceeding projections by approximately \$750,000. Mr. Mullen stated Wollaston Recreational Facility expenses exceeded revenues by only \$25,000 thanks to the diligence of Director Carl Miner and Golf Professional Dana Smith.

Mr. Mullen stated a significant portion of the unexpended balance is attributable to the FY20 spending freeze. He stated the County delayed a number of priorities, including \$300,000 in capital spending. Mr. Mullen stated many municipalities instituted similar spending limitations. He stated similar to the municipal counterparts, the County is now better positioned to weather uncertainties in FY21 and FY22 even after restoring \$500,000 to the Stabilization Fund.

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Mr. Mullen stated Norfolk County Agricultural High School (NCAHS) ended FY20 with a \$533,000 deficit, which prompted the school to draw down almost all of its reserves due to school funding and enrollment challenges. He stated a continued partnership between the County and NCAHS is imperative given the challenges of the upcoming school year.

He stated the Trial Balance includes a reconciliation to the Stabilization Fund in the April Trial Balance. Mr. Mullen stated the March Trial Balance reported a Stabilization Fund balance of \$3.24M and the April Trial Balance reported a reconciled Stabilization Fund balance of \$3.85M. Mr. Mullen stated he requested the County's independent auditor to affirm the balance.

Chairman O'Brien thanked the Finance Committee, Advisory Board, County Departments, and Mr. Mullen for their hard work.

Mr. Mullen discussed potential topics for the County's Best Practices Review, Management & Operations Study. He stated next Wednesday the Commissioners have a joint meeting with the Finance Committee to review and approve the RFP for the County's Best Practices Review. Mr. Mullen stated he is looking for the following 5 items in the review: 1. work with a consultant to establish multiyear forecasting; 2. a financial management and best practices review and establishment of financial policies to address issues raised in management letters; 3. operations and staffing analysis; 4. capital planning processes and procedures to fund long term capital investments; 5. a review of regional services.

Mr. Mullen presented the Report of the County Director. He stated he is in the process of finalizing the RFP for the County's independent auditor. Mr. Mullen stated he continues to work with Mark MacDonald, IT Director, on improving Commissioners' Office technology. Mr. Mullen stated the County continues to work with the Trial Court on reopening court facilities. He expects Trial Court staff to visit the Dedham Complex next week.

Mr. Mullen reported on the solar project. He stated the County expects an invitation to a future Walpole Selectmen's Meeting regarding the solar project. A public hearing is also part of the process required by statute, said Mr. Mullen. He added that more details will be forthcoming further into the process.

Commissioner Shea stated Judge Coven received a national award as reported in today's Patriot Ledger. Chairman O'Brien directed Mr. Mullen to draft a congratulatory letter to Judge Coven on behalf of the Commissioners.

There being no further business to come before the Board, a motion was made by Commissioner Shea, seconded by Commissioner Collins and unanimously

VOTED: to adjourn the meeting

Meeting adjourned at 1:30 pm.

ATTEST:

Recording Secretary

Clerk