

Pursuant to proper notice, a public meeting of the County Commissioners of the County of Norfolk was held via conference call, 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 Patrick Timilty, brother of Norfolk County Treasurer James Timilty, and the sister of RSVP Recruitment Coordinator Cris Goldsmith.

Chairman O'Brien announced the Executive Session Minutes of June 12, 2020 are tabled until next week.

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

VOTED: To approve the Minutes of the Open Session Meeting of July 1, 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), Richard Kennedy (First Assistant Register of Deeds), Linda Austin (Registry of Deeds).

John McGowan, Superintendent of Buildings, presented the Capital Improvement Report and Coronavirus Update. Mr. McGowan stated he has been meeting with state representatives of Region 4 regarding reopening court facilities. He stated Norfolk County Court facilities received signage and reopening materials from the state. Mr. McGowan stated there is an ongoing discussion regarding building occupancy. He stated state officials requested cleanings between sessions.

Commissioner Collins asked about the large electrostatic sprayer the County ordered. Mr. McGowan stated the equipment should arrive sometime next month.

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

Mr. Mullen discussed County Buildings and Court House Re-Openings. He thanked Mr. McGowan and his staff for their efforts. Mr. Mullen stated the County ordered 7 hand held sprayers which will allow for dedicated sprayers for all court house buildings and the Registry of Deeds. He thanked Ms. Rockwell for her procurement efforts. Mr. Mullen stated he is working closely with Trial Court staff throughout the reopening process.

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

Col. # 9 – Agricultural High School

Notice of Contingent Employment for Adlin Dely as an On-Call Student Labor (PS) JG: Flat Rate \$13.00/hr., effective 7/9/20

Notice of Resignation for Joseph D. Rotigliano as Interim Athletic Director JG: Flat Rate \$9,607.00/yr., effective 6/19/20

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

Chairman O'Brien announced there are no contract awards as detailed in Exhibit B.

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

21-1	Payroll – County	112,074.64
07-01-21	Expense – County	444,856.87

Chairman O'Brien stated he reviewed the FY21 Purchasing Rules and Regulations and has no questions.

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

VOTED: To approve the FY21 Purchasing Rules and Regulations as submitted by Nancy Rockwell, CPO

Mr. Mullen discussed FY21 Hiring and Spending. He stated the Commissioners implemented a hiring freeze the last 4 months of FY20 and following the recommendation of the Finance Committee implemented a spending freeze in April 2020. Mr. Mullen stated both actions were related to uncertain FY20 financial forecasts and COVID-19 concerns in FY20. He stated some departments require necessary spending and have vacant positions that are funded in the FY21 Budget due to vacancies that occurred in the spring. Mr. Mullen recommended that the Commissioners lift the hiring and spending freezes approved in FY20. He said that global health and economic concerns make FY21 impossible to predict and urged County departments to use great caution and discretion in spending and monitor expenses very closely.

Commissioner Collins asked Mr. Mullen if he is recommending that the Commissioners withdraw the spending freeze at this time. Mr. Mullen responded "yes." Mr. Mullen stated if any vacant positions are funded in the FY21 Budget, no Advisory Board action is necessary. He stated he believes there are 2 currently such positions in the FY21 Budget.

Commissioner Shea stated he agrees with lifting the hiring and spending freezes as long as positions are already funded in the FY21 Budget. He stated if new positions are necessary the Commissioners can have a discussion with departments and go forward to the Finance Committee at that time. Commissioner Shea stated he recommends filling the Facilities Maintenance position and hiring a replacement.

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

VOTED: To rescind the FY20 Hiring and Spending Freezes

Mr. Mullen discussed the FY21 Norfolk County Assessment. He thanked Mr. Iantosca for his work on the Assessment Project. Mr. Mullen stated the Assessment is in line with the 2.5% increase in accordance with Chapter 35 Section 30 and by Department of Revenue guidelines. Chairman O'Brien asked about the difference between assessments of Brookline and Quincy. Mr. Mullen stated Brookline has a higher assessment based on the town's higher real estate valuations.

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

VOTED: To approve the Norfolk County Assessment to member communities in the amount of \$6,621,770 as detailed in Exhibit C.

Mr. Mullen presented the Report of the County Director. He reported on June Registry of Deeds Revenues. He stated fee collections were approximately \$68,000 above estimates, excise collections were approximately \$75,000 below estimates, and online fee collections realized an approximate \$4,000 increase May to June. Mr. Mullen stated at FY20 year end online fees were approximately \$143,000 below estimates and aggregate Registry of Deeds revenues were approximately \$600,000 ahead of estimates.

Mr. Mullen stated in accordance with the Advisory Board By Laws he worked with Chairman Connors and Finance Committee Chair Reardon to develop a schedule of meetings. He stated the Finance Committee will hold a joint meeting with the Commissioner on July 29 to discuss the best practices and operations study.

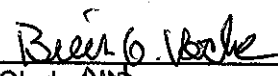
There being no further business to come before the Board, a motion was made by Commissioner Shea, seconded by Commissioner Collins and unanimously

VOTED: to adjourn the meeting

Meeting adjourned at 1:31 pm.

ATTEST:

  
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Recording Secretary

  
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Clerk, ~~NSA~~