

Pursuant to proper notice, a public meeting of the County Commissioners of the County of Norfolk was held via Zoom Teleconference on September 2, 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.

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

VOTED: To approve the Minutes of the Open Session Meeting
of August 26, 2020 as submitted

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

John Vignoni presented the Capital Improvement Report and Coronavirus Update. He stated Facilities Maintenance staff is concentrating on installing partitions in County court facility main courtrooms. Mr. Vignoni stated Superior Court, Dedham District, and Stoughton Court partition installation is complete. He stated Facilitates Maintenance staff will install partitions at Quincy District Court next.

Mr. Vignoni stated during the scheduled window replacement at Quincy District Court the installers damaged the new window and did not complete the installation. He stated the manufacturer is fabricating a new window for installation.

He thanked Sheila Carroll, Assistant Supervisor of Operations, for her hard work and dedication in keeping County Courthouses fully stocked with cleaning supplies.

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

Chairman O'Brien stated there is no old business to discuss.

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

VOTED: To approve personnel matters as follows:

Agricultural High School

Notice of Appointment for Myles L. McPartland of Norton, MA as 189 Day School Guidance Counselor, JG: 3-7 @ \$76,338.84 annually effective 8/31/20, replacing Jamie Toto.

Notice of Appointment for Dawn M. Martens of Norwood, MA as 184 Day Adjustment Counselor, JG: 3-9 @ \$79,463.05 annually effective 8/31/20, replacing Wade Killman, III.

Notice of Appointment for Kim M. Thoener of Attleboro as Part Time Special Education Instructional Aide JG: Flat @ \$35,000.00 annually effective 8/31/20.

Notice of Appointment for Gina Calves of Taunton, MA as 184 Day Instructor JG:1-5 @ \$62,729.70 effective 8/31/20, replacing Rebecca C. DeMarco.

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

21-9	Payroll – County	143,589.39
09-01-21	Expense – County	42,291.89

Chairman O'Brien announced there are bid openings as detailed in Exhibit A.

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

Mr. Mullen discussed the Engineering Department Update. He stated the Engineering Department has been very busy over the last few months. Mr. Mullen stated the Engineering Department has several ongoing projects in County communities. Joseph McNichols, PLS, discussed Engineering projects. He stated current projects include an existing conditions survey in Brookline between Route 9 and the Brookline/Boston town line, several discontinuances in Foxboro, and discontinuance and a Safe Streets Project in Stoughton.

Commissioner Collins thanked Mr. McNichols for his work on behalf of Norfolk County.

Mr. Mullen discussed the FY19 Trial Court Audit of the Norfolk County Schedule of Costs to Service Court Facilities. He stated the County received the completed audit report last week. Mr. Mullen stated Philip Iantosca, Manager of Administration and Budgets, manages the Schedule of Costs for the County. Mr. Iantosca discussed the Audit Report the Schedule of Costs. Mr. Iantosca stated he began working on the FY19 Schedule of Costs in August 2019 and the final state audit report is the culmination of the project. He stated the state reimbursed the County for 99.75% of submitted costs in FY19. Mr. Iantosca stated this is in line with past experience as the Commonwealth reimbursed the County at 99.57% in FY18 and 99.62% in FY17. He stated the County received timely payment of the 4th quarter Court Rental payment in June. Mr. Iantosca thanked Sheila Carroll, Nancy Rockwell, Joseph D'Auria, and Michelle Labadini for their assistance in compiling the FY19 Schedule of Costs.

Commissioner Shea asked why the FY19 reimbursement total is less than FY18. Mr. Iantosca stated the County had fewer reimbursable expenses in FY19.

Chairman O'Brien commended Mr. Iantosca for his work securing a high reimbursement percentage for the County.

Commissioner Shea asked about COVID-19 related reimbursements. Mr. Mullen stated the Commonwealth asked for COVID-19 related expenses to be submitted separately through the CARES Act and typical Court maintenance expenses to be submitted through the regular Schedule of Costs process.

Mr. Mullen discussed the Operational Analysis Review Committee. He stated at 1:30 pm the CPO will open bids for the Operational Analysis. He stated the Review Committee consists of a member of the Commissioners, a member of the Advisory Board Finance Committee, the County Treasurer or his designee, the County Director, and the Chief Procurement Officer.

A motion was made by Commissioner Collins, seconded by Chairman O'Brien and

VOTED: To appoint Commissioner Shea to the Operational Analysis

Review Committee

Mr. Mullen discussed the Norfolk County Coronavirus Relief Funding/Community Action Grants for Nonprofit Public Safety and Health Programs. He stated on June 12 the Commissioners authorized Mr. Mullen to submit an application for \$58,000 in Coronavirus funding through the Department of Justice. Mr. Mullen stated the grant applications are ready to be made public. He stated all Norfolk County communities may apply for reimbursements through the Commonwealth. Mr. Mullen stated the County's grant initiative would make four \$14,000 community action grants available to local non-profits that had a role in helping cities and towns respond to the Coronavirus. Mr. Mullen stated he underwent significant training to advance and distribute the funds. He stated applications would be due September 18 and the Commissioners would review applications on September 23.

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

VOTED: To approve the Norfolk County Coronavirus Relief Funding/Community Action Grants for Nonprofit Public Safety and Health Programs Application to be distributed by Norfolk County

Mr. Mullen presented the Report of the County Director. He stated work continues on the drainage and culvert issue at Maple Place in Dedham. Mr. Mullen stated he has been in touch with the Town of Dedham Engineering Department on the matter.

He stated the County is working on air quality issues in County buildings. Mr. Mullen stated there will be preventative air quality monitoring in all County buildings. He stated Ms. Rockwell and County Electrician Mike Ostman joined him in procurement of duct work cleaning at Quincy District Court.

Mr. Mullen stated the County is undergoing its bi-annual actuarial study.

Chairman O'Brien thanked Mr. Mullen for his work on behalf of Norfolk County.

Commissioner Shea asked about the bid for binding at the Registry of Deeds. Ms. Rockwell stated the current contract holder did not submit their bid on time and she received no other bids. She stated contract must be re-bid.

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 1:38 pm.

ATTEST:

Recording Secretary

Clerk

EXHIBIT A
BID OPENINGS
SEPTEMBER 2, 2020

Bids were publicly received by 1:30 PM at the Norfolk County Commissioners Meeting, pursuant to Chapter 30B of the MGL's.

1. BEST PRACTICES REVIEW, FINANCIAL MANAGEMENT AND OPERATIONS ANALYSIS FOR THE COUNTY OF NORFOLK

Edward J. Collins, Jr Center – University of Massachusetts, Boston, MA	as per bid submitted in the amount of \$75,000.00
Raftelis Financial Consulting, Inc., Cincinnati, OH	as per bid submitted in the amount of \$74,800
The Abrahams Group, Framingham, MA	as per bid submitted in the amount of \$75,000.00

5 specs sent

2. BINDING, BINDERS, REPAIR AND PAPER OF AND FOR RECORD BOOKS AND LAND COURT BINDERS FOR THE NORFOLK COUNTY REGISTRY OF DEEDS

No bids received.

3 specs sent

An RFP for quotes for the FY 2020 – Fy 2022 Audit were sent to four firms. Quotes from three firms were received as follows:

Lynch Marini Associates, Inc., Norwell, MA

FY 20 - \$30,500
FY 21 - \$31,500
FY 22 - \$32,500

Single Audit if needed
FY 20 - \$7,500
FY 21 - \$7,500
FY 22 - \$7,500

Melanson, Manchester, NH

FY 20 - \$35,000
FY 21 - \$36,000
FY 22 - \$37,000

Single Audit if needed
FY 20 - \$3,500
FY 21 - \$3,600
FY 22 - \$3,700

Powers & Sullivan, Wakefield, MA

FY 20 - \$45,000
FY 21 - \$45,000
FY 22 - \$45,000

Single Audit if needed
FY 20 - included
FY 21 - included
FY 22 - included

EXHIBIT B
AWARDING OF CONTRACTS
SEPTEMBER 3, 2020

It was moved by Commissioner Shea, seconded by Commissioner Collins and unanimously:

VOTED: to award the following contract(s)

No contracts were awarded.