

Pursuant to proper notice, a public meeting of the County Commissioners of the County of Norfolk was held in their offices at the County Administration Building, 614 High Street, Dedham, MA in said County on December 31, 2019, notice of said meeting having been posted as required by law.

Commissioners present were:  
Chairman Francis W. O'Brien  
Commissioner Peter H. Collins  
Commissioner Joseph P. Shea

Chairman O'Brien called the meeting to order at 11:00 am.

Robert Pierson, RSVP Director, led the recitation of the Pledge of Allegiance.

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

VOTED: To approve the Minutes of the Open Session Meeting of  
December 18, 2019 as submitted

Chairman O'Brien asked for any public comments.

Michael Mullen, County Director, announced there will be no Capital Improvements Report this week.

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

Col. #34 – Registry of Deeds

Notice of Promotion for Stephen Usevich to Head Clerk JG: 13-6, \$50,207.06/yr., effective 1/6/20.

Notice of Promotion for Kathleen C. McNeely to Head Clerk JG: 13-6, \$50,207.06/yr., effective 1/6/20.

Notice of Promotion for Michelle Early to Head Clerk JG: 13-3, \$46,295.40/yr., effective 1/6/20.

Notice of Promotion for Robert Rodlick to Head Clerk JG: 13-6, \$50,207.06/yr., effective 1/6/20.

Col. # 9 – Agricultural High School

Notice of Promotion for Tracy A. Ward to Administrative Assistant to the Principal, JG: 18-1, \$27,299.82/yr., effective 1/6/20.

Notice of Rehire for Anthony J. Principe as Part-Time Special Education Instructor (.2) JG: 3-9, \$83.65 per day; effective 1/6/20.

Notice of Change of Address for Kasey Butler effective 1/1/20.

Notice of Resignation for Mollie E. Horan, Substitute Instructor, JG: Flat Rate, \$12.50/hr, effective 12/23/19.

Col. # 7 – Engineering

Notice of Change of Address for Joseph McNichols effective 12/30/19.

Col. # 3 – Commissioners' Office

Notice of Appointment for Debra L. Martin as Part-Time Veterans Benefits Coordinator, JG: Flat, \$20.00 per hour; effective 1/2/20.

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

20-25	Payroll – County	136,689.73
20-25(25.1)	Payroll – County	22,348.23
20-26	Payroll – County	136,516.14
20-26(13)	Payroll – County	308,609.77
12-4	Expense – County	101,429.91
12-5	Expense – County	446,723.30

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.

Nancy McNealy, Chief Procurement Officer, introduced Bill Fraser, Manager, The View Restaurant and Tavern. Ms. McNealy stated Mr. Fraser will sign the Wollaston Recreational Facility Food and Beverage Contract.

Mr. Fraser stated all appropriate licenses are in order and he will send Ms. McNealy copies. Commissioner Shea stated the restaurant had a good year last year after several meetings between the Commissioners' Office and restaurant staff. Mr. Fraser stated The View Restaurant and Tavern staff are preparing for several upcoming events, including an annual Super Bowl Party.

Chairman O'Brien wished Mr. Fraser and The View Restaurant and Tavern success in the upcoming year.

Mr. Mullen discussed the 2020 Quarterly Meeting Schedule. He recommended postponing several Tuesday quarterly meetings to the following Wednesday.

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

VOTED: To approve 2020 Norfolk County Commissioners' Quarterly Meeting Schedule as submitted

Mr. Mullen presented the Report of the County Director. He reported on the FY21 Budget. Mr. Mullen stated he is working with William Buckley, Assistant Director, and Philip Iantosca, Manager of Administration and Budgets, planning for the FY21 Budget. Mr. Mullen stated the County's budget consultant will review the budget spreadsheets. Upon completion of the review Commissioners' staff will distribute individual budget spreadsheets to each department. Mr. Mullen stated department budget proposals will be due to the Commissioners' Office on February 7, 2020.

Mr. Mullen stated he is working on forecasting FY21 revenues and expenses. He stated the County's limited revenues create a tight budget.

Mr. Mullen reported on Quincy District Court. He stated contractors installed parking kiosks. Mr. Mullen stated he hopes to have the kiosks operational in mid-January.

Mr. Mullen reported on the Engineering Department. He stated the department is involved in many significant projects throughout the County, including survey work for the Medfield State Hospital Redevelopment Project, survey work at Hilltop Farm and for the Agricultural High School, a town boundary project in Cohasset, and a map project for the Town of Randolph to assist in their rubbish removal plan. Mr. Mullen stated the Engineering Department is also working with the County's legal counsel on several layout questions. Mr. Mullen stated all future requests for engineering services will come before the Commissioners for consideration.

Commissioner Shea reported on Quincy District Court. He stated parking fliers are ready for distribution. Facilities Maintenance Staff will distribute the fliers on vehicles parked in and around the parking lot in January. Commissioner Shea stated the fliers will notify motorists of new parking restrictions and fees at the Quincy District Court parking lot. He stated Quincy will provide enforcement. Commissioner Shea stated Quincy District Court employees and jurors will receive parking passes and are not subject to parking fees.

Chairman O'Brien thanked Commissioner Shea for his work on the Quincy District Court Parking Project.

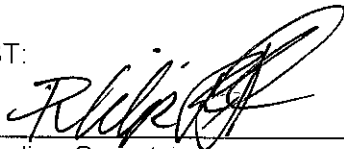
Chairman O'Brien thanked Commissioners' Office Staff for their hard work and dedication throughout the year. He wished everyone a Happy and Healthy New Year.

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

VOTED: to adjourn the meeting

Meeting adjourned at 11:25 am

ATTEST:

  
\_\_\_\_\_  
Recording Secretary

  
\_\_\_\_\_  
Clerk

EXHIBIT A

BID OPENINGS

DECEMBER 31, 2019

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

1. No bids were opened.

EXHIBIT B  
AWARDING OF CONTRACTS  
DECEMBER 31, 2019

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

VOTED: to award the following contract(s)

AMENDMENT OF LEASE AND ESTOPPEL CERTIFICATE FOR WOLLASTON RECREATIONAL FACILITY FOR FOOD AND BEVERAGE SERVICE FOR A PERIOD OF ONE (1) YEAR COMMENCING JANUARY 1, 2020.

Boston Butler, Inc., Quincy, MA.

as per bid submitted  
in the amount of  
\$34,650.00  
less one month rent  
for a total of  
\$31,762.00  
plus \$1,000.00/month utilities