

Pursuant to proper notice, a public meeting of the County Commissioners of the County of Norfolk was held via conference call in said County on July 1, 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 June 12, 2020 as submitted

Chairman O'Brien noted that consideration of the Minutes of the Executive Session of June 12, 2020 were being tabled to next week's meeting.

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

VOTED: To approve the Minutes of the Open Session Meeting of June 24, 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), Robert Pierson (RSVP Director), Marguerite Lee (Assistant Register of Deeds).

Ms. Lee stated Register of Deeds William O'Donnell will join the meeting shortly.

John McGowan, Superintendent of Buildings, presented the Capital Improvement Report and Coronavirus Update. Mr. McGowan stated Facilities Maintenance is dealing with COVID-19 reopening issues across County facilities. He stated Facilities Maintenance staff installed temporary signage at Superior Court and that the state reported the allowed occupancy of Superior Court will be 51 people. Mr. McGowan stated the state will require specific signage throughout Court facilities, including signage limiting elevator occupancy and directing foot traffic. He stated restroom stalls will be managed to ensure 6 feet spacing between occupants.

Chairman O'Brien stated he spoke with several judges who commended the work of the County Carpenter, Joseph Feeney. Chairman O'Brien directed Mr. Mullen to draft a letter of recognition to Mr. Feeney on behalf of the Commissioners. Mr. Mullen stated Mr. Feeney's work related to Plexiglas barriers has become the gold standard across court facilities in the Commonwealth.

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

Chairman O'Brien discussed County Building and Cleaning Protocols and Re-Opening. Commissioner Collins stated the Commissioners were concerned about an outside vendor who performed a cleaning service on Sunday, May 31 at the Registry of Deeds. He stated the Commissioners want to work with the Register of Deeds but they have many concerns which were detailed in a letter to the Register of Deeds. Commissioner Collins the transfer of funds in the Registry budget was for emergency COVID-19 cleanings in the event that a Registry building employee tested positive with COVID-19. He also stated the Commissioners want the proper County and State officials notified.

Register of Deeds William O'Donnell stated the original idea was to have funds set aside for cleaning with the health, safety, and welfare of employees in mind. Register O'Donnell stated he will read the Commissioners' letter and will work to improve communication.

Commissioner Shea stated the Commissioners' letter is self-explanatory. He stated Mr. McGowan and his staff must be notified and supervise any future cleanings. Commissioner Shea stated the Registry of Deeds should obtain more than one price quote. Commissioner Shea stated he believed such a cleaning would cost approximately \$3,000-\$4,000 and the County must follow procurement laws. Ms. Rockwell stated the cleaning vendor is on the state contract list and the Registry of Deeds has purchase orders for this vendor and Clean Harbors. Commissioner Shea stated he wants County personnel to supervise any future cleanings based on the 2018 Building Protocols.

Commissioner Collins stated Mr. McGowan reported that Kennedy Carpet Cleaners quoted a price of \$3,000. Commissioner Collins stated he would prefer Facilities Maintenance or Sheriff's Office staff perform any future cleanings. Mr. McGowan stated the cleaning vendor's bill for the May 31 cleaning was \$15,000 for 2 hours of work.

Chairman O'Brien recommended that the Register of Deeds contact Mr. McGowan if the need for a cleaning arises again. Register O'Donnell stated Chairman O'Brien's recommendation is reasonable and he will shop around. He asked if Kennedy Carpet Cleaners are on the state contract list. Ms. Rockwell stated they are not on the stated contract list. Commissioner Collins asked if the County must use vendors on the state contract list. Ms. Rockwell stated the County does not have to use the state contract list.

Mr. Mullen stated last week the Commissioners held the invoice for NRC and it would be appropriate to vote to pay the invoice.

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

VOTED: To pay the invoice for NRC in the amount of \$15,179 for work at the Registry of Deeds and that future work must be performed within County Protocols as outlined in the Commissioners' letter of June 30, 2020

Chairman O'Brien discussed Personnel Matters for Consideration. Commissioner Collins stated he has no objections or questions about the Agricultural High School or Facilities Maintenance personnel matters. He stated Mr. Mullen had questions about the Registry of Deeds personnel matter. Mr. Mullen stated the blue paper submitted on June 18 for the Registry personnel matter in question included an effective date of June 25 but the rate of pay used FY21 salary rates. He stated the blue paper arrived the day after the Advisory Board approved the FY21 Budget. Mr. Mullen stated the approved FY21 Budget has the position funded at a 15-9 and he is not aware of available funding over and above what the Advisory Board approved.

Register O'Donnell stated he welcomes the discussion of the position. He stated the employee in question is a 31 year employee from Foxboro who works at Land Court. Register O'Donnell stated she is a supervisor and some of the employees she supervises are approaching her salary. Register O'Donnell stated he recognizes cuts were approved but there are people affected by these decisions. He stated the funding was there in June and not in July. Mr. Mullen discussed the FY20 hiring freeze but said that if there is a discussion on what this employee is being paid we can look at the situation going forward.

Commissioner Collins thanked Register O'Donnell for the discussion. Commissioner Collins stated he the employee is a well-regarded employee but the position was not budgeted. He recommended that Register O'Donnell discuss the matter with the Finance Committee in July. Register O'Donnell stated he will work with Mr. Mullen and the Finance Committee on the matter.

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

Col. #9 – Agricultural High School

Notice of Promotion for Ronald D. Driskill as Principal JG: Flat Rate \$130,757.25/yr., effective 7/1/20.

Col. #6 – Facilities Maintenance

Notice of Conclusion for Out of Grade Pay for John Palmer as Roving Utility Worker JG: 13-4 at \$47,600.16/yr. back to Sr. Building Custodian JG: 12-4 at \$45,748.08 effective 7/1/20.

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:

20-52	Payroll – County	209,512.08
20-52	Payroll – School	361,234.03
20-52.1	Payroll – County	10,144.59
7-1-20	WRF – Credit Card Pymt	38,940.00
20-12G	Expense – School	187,516.65
06-05-20	Expense – County	122,424.84

Mr. Mullen discussed Subrecipient policy for federal grants and/or sponsored programs. He stated on June 12 the Commissioners approved an application for Coronavirus Relief Grant in the amount of \$58,000. Mr. Mullen stated the grant must be used public safety related expenses. He is currently working with the state on Coronavirus expenses. Mr. Mullen stated there are a number of organizations with a public safety mission and the Commissioners voted to make Community Action Grants available. He stated the County needs policies in place for subrecipients and he worked with Assistant Director Buckley and Federal Officials to develop necessary policies. Commissioner Shea asked if the subrecipient policy may be used if other programs become available. Mr. Mullen stated the policies may be used for other programs.

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

VOTED: To approve Subrecipient policy for federal grants and/or sponsored programs as submitted by the County Director

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

VOTED: To table the FY21 Purchasing Rules and Regulations until 7/8/20

Mr. Mullen discussed the FY21 Budget. He stated the County is officially in FY21 and thanked Mr. Iantosca and County Accountant Joseph D'Auria for their work in posting the FY21 Budget database to the County's accounting system. Mr. Mullen stated the Treasurer's Office notified departments that the FY21 database is available.

Mr. Mullen presented the Report of the County Director. He stated all departments are working hard at closing out FY20. Mr. Mullen stated there has been an issue with the Administration Building phones. He stated IT Director Mark MacDonald is working with Verizon and Windstream to resolve the issue. He stated the Engineering Department returned to their Brookline survey project from early spring. Mr. Mullen stated he is working with the Trial Court on Court re-opening protocols. He thanked Facilities Maintenance for their hard work and dedication.

Commissioner Shea asked why the meetings are being recessed. Mr. Mullen stated the end of year meeting and some subsequent meetings are recessed to allow year end business to come forward.

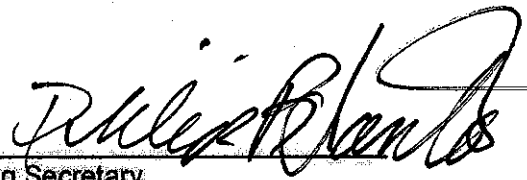
Chairman O'Brien wished staff a Happy Independence Day and wished God's Blessing to everyone.

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

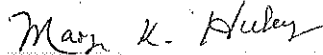
VOTED: to recess the meeting to allow any FY20 year end business to come forward.

Meeting recessed at 1:45 pm.

ATTEST:



Recording Secretary



Asst  
Clerk

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**EXHIBIT A**  
**BID OPENINGS**  
**JULY 1, 2020**

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

No bids were opened.

**EXHIBIT B**

**AWARDING OF CONTRACTS**

**JULY 1, 2020**

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

**VOTED:** to award the following contract(s)

No contracts were awarded.