

Minutes of the Meeting of the Norfolk County Advisory Board Finance Committee
Wednesday, May 20, 2020
Remote Meeting
2:00 pm

On Thursday, March 12, 2020, Governor Baker issued an “Order Suspending Certain Provisions of the Open Meeting Law, G.L. c30A, Section 20.” That Order was effective immediately until it is rescinded or the State of Emergency is terminated.

Welcome/Call to Order

Finance Committee Chairman Joseph Reardon called the Meeting of the Norfolk County Advisory Board Finance Committee to order at 2:00 pm. Mr. Reardon called the roll and Owen Dugan of Wellesley, Helen Donohue of Norwood, Carl Balduf of Plainville, Paul Connors of Randolph, and Dr. Elizabeth Childs of Brookline responded present. Mr. Reardon declared a quorum.

Mr. Reardon identified those on the remote meeting:

County Commissioners Peter H. Collins, Joseph Shea

From the Commissioners’ Office: County Director Michael Mullen, Assistant County Director Bill Buckley, Recording Secretary Philip Iantosca, and Manager of Personnel Services Michelle Labadini

From Norfolk County Agricultural High School: Business Manager Rick Fitzpatrick

From the Registry of Deeds: Register of Deeds William O’Donnell, First Assistant Register of Deeds Richard Kennedy and Second Assistant Register of Deeds Marguerite Lee, and Local 2417 Vice President Linda Austin

From the Treasurer’s Office: County Accountant Joseph D’Auria

Four unidentified participants

Mr. Reardon stated today’s meeting of the Finance Committee is a public meeting. He stated only Finance Committee members will speak unless recognized. Mr. Reardon reminded those participating to maintain proper decorum.

Finance Committee Meeting Minutes of May 6, 2020

Mr. Reardon asked for questions on the Minutes of May 6, 2020. There were no questions.

Mr. Connors made a motion to approve the Finance Committee Meeting Minutes of May 6, 2020 as submitted. Mr. Balduf seconded the motion.

On the roll call vote,

Mr. Balduf voted “yes”

Mr. Connors voted “yes”

Ms. Donohue voted “yes”

Mr. Dugan voted “yes”

Mr. Reardon voted “yes”

It was then:

Voted: to approve the Finance Committee Meeting Minutes of May 6, 2020 as submitted.

Mr. Reardon stated Dr. Childs was not present for the vote.

Finance Committee Meeting Minutes of May 13, 2020

Mr. Reardon asked for questions on the Minutes of May 13, 2020. There were no questions.

Mr. Balduf made a motion to approve the Finance Committee Meeting Minutes of May 13, 2020 as submitted. Mr. Connors seconded the motion.

On the roll call vote,

Mr. Balduf voted “yes”

Mr. Connors voted “yes”

Dr. Childs voted “yes”

Ms. Donohue voted “yes”

Mr. Dugan voted “yes”

Mr. Reardon voted “yes”

It was then:

Voted: to approve the Finance Committee Meeting Minutes of May 13, 2020 as submitted.

Old Business – Norfolk County Operational Review & Best Practices Analysis in FY21 Budget

Mr. Reardon stated last week Mr. Dugan made an approved motion to table the Norfolk County Operational Review and Best Practices Analysis agenda item.

Mr. Mullen stated he contacted 3 well-known and respected government consulting firms to ascertain costs associated with an operational and best practice review. He stated the firms and associated rough price quotes are as follows:

COMPANY	QUOTE
The Abrahams Group/Mark Abrahams	\$55,000
Edward J. Collins Center for Public Management at UMASS	\$65,000 (incl NCAHS) \$55,000 (excl NCAHS)
Municipal Resources, Inc. (MRI)	\$45,000-\$50,000

Mr. Mullen suggested budgeting \$55,000 for the analysis by increasing Commissioners' Budget Code 239 Professional and Technical Services by \$55,000 and similarly increasing the Sheriff's Maintenance of Effort Funding by \$55,000. Mr. Mullen stated the County has a significant interest balance related to the MOE and this was an unfortunate consequence of the state's takeover of County Corrections. He stated increasing the Sheriff's MOE from \$1.6M to \$1.655M would still allow the County to address the interest.

Mr. Reardon asked if there were any questions. Dr. Childs, Ms. Donohue, and Mr. Connors stated the plan looks good and Mr. Connors stated the performance audit is necessary. Mr. Mullen recommended moving forward and including the item in the budget at this time. He stated the Finance Committee should stay involved in the process. Mr. Mullen recommended a joint meeting of the Finance Committee and the County Commissioners in mid to late June. Mr. Connors stated the joint meeting may also help in beginning conversations to address the structural deficit.

Mr. Connors stated any performance review bid should include the Agricultural High School. Dr. Childs stated the quotes seem reasonable.

Mr. Reardon asked how the operational and best practice review would change the proposed budget. Mr. Mullen recommended that the Finance Committee re-vote the FY21 Budget to include \$55,000 for the analysis by increasing Commissioners' Office Code 239 Professional and Technical Services by \$55,000 and increasing reliance on MOE funding by \$55,000. He stated the budget distributed to Advisory Board members will include the new figures.

Mr. Reardon stated the Finance Committee should re-open Finance Committee's consideration of the FY21 budget. He recommended a motion to table the budget amendment until the proposed budget is considered.

Dr. Childs made a motion to table the proposed budget amendment until the FY21 Budget is re-opened for consideration. Mr. Balduf seconded the motion.

On the roll call vote,

Mr. Balduf voted “yes”

Mr. Connors voted “yes”

Dr. Childs voted “yes”

Ms. Donohue voted “yes”

Mr. Dugan voted “yes”

Mr. Reardon voted “yes”

It was then:

Voted: to table the proposed budget amendment until the revised FY21 Budget is re-opened for consideration

Mr. Connors made a motion to re-open consideration of the FY21 budget. Dr. Childs seconded the motion.

On the roll call vote,

Mr. Balduf voted “yes”

Mr. Connors voted “yes”

Dr. Childs voted “yes”

Ms. Donohue voted “yes”

Mr. Dugan voted “yes”

Mr. Reardon voted “yes”

It was then:

Voted: to re-open consideration of the FY21 budget

Dr. Childs made a motion to amend the FY21 Norfolk County Budget Proposal by increasing Commissioners’ Office Code 239 Professional and Technical Services by \$55,000 and increasing reliance on MOE funding by \$55,000 and to approve the amended FY21 Norfolk County Budget Proposal in the amount of \$31,896,209. Mr. Balduf seconded the motion.

On the roll call vote,

Mr. Balduf voted “yes”

Mr. Connors voted “yes”

Dr. Childs voted “yes”

Ms. Donohue voted “yes”

Mr. Dugan voted “yes”

Mr. Reardon voted “yes”

It was then:

Voted: to amend the FY21 Norfolk County Budget Proposal by increasing Commissioners’ Office Code 239 Professional and Technical Services by \$55,000 and increasing reliance on MOE funding by \$55,000 and to approve the amended FY21 Norfolk County Budget Proposal in the amount of \$31,896,209

Dr. Childs made a motion to recommend the Norfolk County Commissioners follow through with the Norfolk County Operational Review & Best Practices Analysis. Mr. Balduf seconded the motion.

On the roll call vote,

Mr. Balduf voted “yes”

Mr. Connors voted “yes”

Dr. Childs voted “yes”

Ms. Donohue voted “yes”

Mr. Dugan voted “yes”

Mr. Reardon voted “yes”

It was then:

Voted: to recommend the Norfolk County Commissioners follow through with the Norfolk County Operational Review & Best Practices Analysis

FY20 Second Supplemental Budget Request

Mr. Mullen stated the County Commissioners met before the Finance Committee Meeting and voted to approve the FY20 Second Supplemental Appropriation. Mr. Mullen stated the proposal is in the amount of \$166,162.83 and will address the FY20 year end closeout. He described the proposal as follows:

BUDGET CODE	ITEM	OFFSET	APPROP
001.000.4105.00.0000.00	MISC RECEIPTS	22,052.50	
001.300.5609.00.0000.00	COMMISSIONERS' CAPITAL PROJECTS		22,052.50
001.200.5709.00.0000.00	WRF LAND IMPROVEMENTS	11,945.00	
001.200.5299.00.0000.00	WRF CONTRACTUAL SERVICES		11,945.00
001.300.5100.00.0000.00	SALARY RESERVE	11,387.83	
001.200.5100.00.0000.00	WOLLASTON RECR FACIL PERM SALARIES		11,387.83
001.200.5900.00.0000.00	WOLLASTON RECR PRO SHOP EXP	12,038.56	
001.200.5399.01.0000.00	PRO SHOP INVENTORY		12,038.56
001.300.5100.00.0000.00	SALARY RESERVE	26,088.94	
001.101.5018.00.0000.00	GROUP INSURANCE		26,088.94
001.340.5606.00.0000.00	REGISTRY OTH EXT/INT REPAIR OR REPL	50,000.00	
001.340.5299.00.0000.00	REGISTRY CONTRACTUAL SERVICES		50,000.00
201.950.5100.00.4110.01	NCAHS CUSTODIAL PROF SAL PERM	11,000.00	
201.910.5100.00.1230.03	NCAHS TEMPORARY WAGES		11,000.00
201.930.5200.00.2720.04	NCAHS SPED TEST & ASSESSMENT	20,400.00	
201.910.5110.00.1230.03	NCAHS TEMP WAGES		20,400.00
220.400.4113.01.0000.00	RSVP - OTHER REVENUE	1,250.00	
220.400.5399.02.0000.00	RSVP - VOLUNTEER RECOGNITION		1,250.00
	TOTAL	166,162.83	166,162.83
	VARIANCE		0.00

Mr. Mullen stated the proposal also seeks to re-affirm that the amount of Dedicated Registry Revenue to fund the Fiscal Year 2020 budget shall be \$1,784,630 less \$148,527.10 (\$1,636,103) as approved by the Advisory Board on May 15, 2019, with said funds to be withdrawn from Registry Deeds Excise funds; and to reduce the Fiscal Year 2020 Registry of Deeds mandate from \$4,100,233 to an amount equal to Fiscal Year 2020 expenditures, to reflect current year hiring and spending freezes and prior year actual spending levels.

Mr. Mullen stated the proposal was distributed to all Department Heads earlier in the week and the Commissioners approved the FY20 Second Supplemental Appropriation without comments or concerns.

Mr. Reardon asked for any questions.

Dr. Childs asked where the Registry of Deeds funding detail is reflected in the proposal. Mr. Mullen stated the Registry funding detail is at the top of the proposal sheet.

Register O'Donnell asked to be heard on the FY20 Second Supplemental Appropriation. Mr. Reardon did not recognize Register O'Donnell. Register O'Donnell stated the FY20 Budget was approved last year and statutory considerations require people get to be heard. He stated the FY20 Budget was approved last year and the proposal changes an approved budget. Register O'Donnell stated money not spent in the Registry of Deeds Budget goes to the Unexpended Balance. Mr. Reardon thanked

Register O'Donnell for his opinion. Mr. Reardon stated Register O'Donnell made no effort to be placed on today's agenda and he did not speak to the Commissioners at their meeting earlier today. Mr. Reardon stated for the record that he did not recognize Register O'Donnell.

Mr. Balduf made a motion to approve the FY20 Second Supplemental Appropriation in the amount of \$166,162.83 and to re-affirm that the amount of Dedicated Registry Revenue to fund the Fiscal Year 2020 budget shall be \$1,784,630 less \$148,527.10 (\$1,636,103) as approved by the Advisory Board on May 15, 2019, with said funds to be withdrawn from Registry Deeds Excise funds; and to reduce the Fiscal Year 2020 Registry of Deeds mandate from \$4,100,233 to an amount equal to Fiscal Year 2020 expenditures, to reflect current year hiring and spending freezes and prior year actual spending levels. Mr. Dugan seconded the motion.

Ms. Donohue stated she believes in democracy and kindness. She added that she would have allowed Register O'Donnell to speak to the proposal.

On the roll call vote,

Mr. Balduf voted "yes"

Mr. Connors voted "yes"

Dr. Childs voted "yes"

Ms. Donohue voted "yes"

Mr. Dugan voted "yes"

Mr. Reardon voted "yes"

It was then:

Voted: to approve the FY20 Second Supplemental Appropriation in the amount of \$166,162.83 and to re-affirm that the amount of Dedicated Registry Revenue to fund the Fiscal Year 2020 budget shall be \$1,784,630 less \$148,527.10 (\$1,636,103) as approved by the Advisory Board on May 15, 2019, with said funds to be withdrawn from Registry Deeds Excise funds; and to reduce the Fiscal Year 2020 Registry of Deeds mandate from \$4,100,233 to an amount equal to Fiscal Year 2020 expenditures, to reflect current year hiring and spending freezes and prior year actual spending levels

Engineers Memorandum of Understanding (MOU) for Approval

Mr. Reardon stated other units came before the Finance Committee. He stated this item requires no additional funding. He stated similar to the structure followed in December; this action will notify the Finance Committee of what the County Commissioners are entering into in terms of contracts.

Mr. Connors made a motion to approve the Norfolk County Engineers Memorandum of Understanding. Mr. Balduf seconded the motion.

On the roll call vote,

Mr. Balduf voted “yes”

Mr. Connors voted “yes”

Dr. Childs voted “yes”

Mr. Dugan voted “yes”

Mr. Reardon voted “yes”

It was then:

Voted: to approve the Norfolk County Engineers Memorandum of Understanding

Mr. Reardon stated Ms. Donohue left the meeting.

Next Steps in Finance Committee/Advisory Board Processes for FY20 Closeout and FY21 County Budget Process.

Mr. Reardon stated he has been very clear that only Finance Committee Members would be recognized. He stated no one reached out to be placed on today’s Finance Committee Meeting agenda and he has been clear about meeting guidelines throughout this process.

Mr. Reardon asked about the public hearing on May 27 at Norfolk County Agricultural High School (NCAHS). Rick Fitzpatrick, Business Manager, NCAHS, stated he will tour the facility and confirm the proper technology is available and will ensure the meeting will conform to COVID-19 guidelines. Mr. Connors stated Register O’Donnell will be allowed to speak at the Public Hearing and FY20 Second Supplemental Appropriation discussion.

Dr. Childs asked about the implications of changing language in the budget (text above the supplemental proposal) and changing language in future budgets and affecting the current year. Mr. Mullen stated that significant efforts are being made to close FY20 in a positive position and, if possible, decrease the FY21 budget’s reliance on the stabilization account. He stated that Registry of Deeds appropriations have historically not been expended. He added that historically vacant positions and higher than expended expense appropriations combined with savings as a result of the hiring and spending freezes result in expenses less than the total Registry appropriation. He said it is expected at this point that approximately \$383,000 in permanent salaries will not be spent and \$105,000 of funds

in the Registry's interior/exterior capital line item will not be spent. Mr. Mullen stated he did not want the language to be prescriptive and indicate how much would be expended.

Mr. Mullen stated the FY20 Budget made clear that indirects would be funded from Dedicated Registry revenues and not from the County's Registry appropriation. Mr. Mullen stated the language included in the supplemental re-affirms the intent of the budget approved for FY20 by the Commissioners and the Advisory Board and achieves the intent of the hiring and spending freezes put in place during the last quarter of FY20.

Dr. Childs directed Mr. Mullen to provide this explanation to the full Advisory Board.

Mr. Reardon thanked everyone for their diligence. He stated sometimes the Finance Committee is flooded with superfluous information and he thanked members for their effective discussion.

Mr. Connors made a motion to adjourn the meeting. Dr. Childs seconded the motion.

On the roll call vote,

Mr. Balduf voted "yes"

Mr. Connors voted "yes"

Dr. Childs voted "yes"

Mr. Dugan voted "yes"

Mr. Reardon voted "yes"

It was then:

Voted: to adjourn the meeting

Meeting adjourned at 3:05 pm.