

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 January 16, 2019 notice of said meeting having been posted as required by law.

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

Chairman O'Brien called the meeting to order at 1:00 pm.

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 Meeting of January 9, 2019 as submitted

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

John McGowan, Superintendent of Buildings, presented the Capital Improvement Report. Mr. McGowan reported on Quincy District Court. He reported on a meeting with Trial Court staff at Quincy District Court. Mr. McGowan stated topics included the future of Quincy District Court and the feasibility of renovating the existing building to house a new court or to construct a new building on another parcel of land. He stated the Trial Court will report their findings at a later date.

Mr. McGowan reported on Brookline District Court. He stated Trial Court staff stated Brighton District Court will temporarily move into Brookline District Court on March 4.

He reported on Superior Court. Mr. McGowan stated Facilities Maintenance staff completed painting and renovating an office. He stated the contractors will install a carpet this evening.

Commissioner Collins asked about Quincy District Court. Mr. McGowan stated the Trial Court representatives stated renovation of Quincy Court is a possibility.

Commissioner Shea stated he read the request for proposals (RFP) for architectural services related to the Trial Court's Quincy District Court evaluation. He stated the first \$1.2M is to determine the best solution to the current court, whether to renovate the current building or to construct a new court. County Director Frank Hegarty stated a Trial Court official indicated the current site cannot handle the additional space necessary for a new court building.

Commissioner Shea stated the RFP included language to evaluate all courts in Norfolk County.

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

Col. # 6 – Facilities Maintenance

Notice of Out of Grade Pay Conclusion for John Vignoni from Acting Superintendent of Buildings, FR \$108,272.99/yr. to Maintenance Supervisor JG: 24-9 \$91,549.40/yr. effective 1/11/19

Col. # 34 – Registry of Deeds

Notice of Resignation for Colleen Magee as Flat Rate Clerk, effective 1/4/19

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

19-28	Payroll – County	132,273.95
19-28	Medicare – County	1,690.58
19-28	Payroll – School	293,307.50
19-28	Medicare – School	3,940.87
1-03-19	County – Expense	39,091.65
19-07	School – Expense	165,698.97

Chairman O'Brien stated contracts were awarded on Wednesday, January 16, 2019 as noted on Exhibit B.

Chairman O'Brien stated there are no bid openings on Wednesday, January 16, 2019 as noted on Exhibit A.

Philip Iantosca presented the Report of the Manager of Administration and Budgets as detailed in Exhibit C.

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

Mr. Hegarty discussed Counties Legislation. He stated legislators filed a joint bill relative to Counties. Rep. Keenan and Rep. Cutler sponsored the legislation. Mr. Hegarty stated County staffs are actively seeking co-sponsors. He stated Rep. Galvin filed legislation related to Community Grants on behalf of Counties.

Mr. Hegarty discussed FY19 Registry of Deeds revenues. He stated revenues are ahead of estimates through December 31, 2018.

Mr. Hegarty presented the Report of the County Director. He spent considerable time working on Counties Legislation. He will report further when more information becomes available.

He reported on Personnel. Mr. Hegarty stated department heads are reviewing the new employee handbook. After a comment period departments will submit the handbook back to Mr. Hegarty for Commissioners' review.

Mr. Hegarty stated he and Nancy McNealy, Chief Procurement Officer, are working on the Administration Building Roof Bid. He stated the hope is to have the project underway in the

spring. Mr. Hegarty stated the building inventory project is ongoing. This includes a review of each county building's inventory and systems, including HVAC, roof, and elevator.

He reported on the FY20 budget. Mr. Hegarty stated departments are in initial budget planning stages. He stated Commissioners' staff is working on indirect charges to departments. Commissioner Shea stated he began work on the FY20 Agricultural High School budget proposal with school administrators.

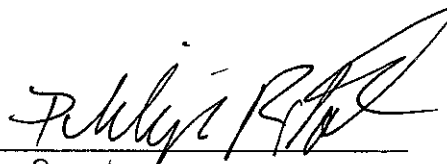
Commissioner Shea commended Mr. Hegarty and Mr. Mullen for their work on Counties Legislation. Commissioner Shea was impressed with the legislative effort especially given the time constraints. Mr. Hegarty thanked Richard Kennedy, First Assistant Register of Deeds, for his work on the Counties Legislation. Mr. Hegarty thanked Commissioner Collins, Mr. Mullen, and the Norfolk County Delegation for their work on the Counties Legislation.

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

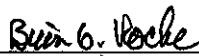
VOTED: to adjourn the meeting

Meeting adjourned at 1:30 pm

ATTEST:



Recording Secretary



Clerk, Asst.

EXHIBIT A
BID OPENINGS
JANUARY 16, 2019

Sealed bids were publicly opened at 1:30PM at the Norfolk County Commissioners meeting, pursuant, to Chapter 30B of the MGL's.

No bids were opened.

EXHIBIT B
AWARDING OF CONTRACTS
JANUARY 16, 2019

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

VOTED: to award the following contract(s)

**2016 2.8L DIESEL COLORADO ENGINE FOR THE NORFOLK COUNTY AGRICULTURAL
HIGH SCHOOL**

Creative Custom Products
1. contract #9-1-19-215

as per bid submitted
not to exceed \$118,000.00

MEMO

DATE: January 16, 2019
TO: Norfolk County Commissioners
FROM: Philip R. Iantosca, Manager of Administration & Budgets
RE: Report of the Manager of Administration & Budgets

Gentlemen,

Please accept my regularly scheduled report for the Department of Administration & Budgets found below in this memorandum.

Thank You

Report of the Manager of Administration & Budgets

December 16, 2018

- Met with County Director and Assistant County Director to plan FY20 budget schedule and potential revisions to Norfolk County Budget document. Submitted draft FY2020 budget schedule. Schedule is based on Advisory Board meeting dates and works backward from the May Advisory Board meeting. Reviewed draft budget schedule with County Director.
- Working on FY18 Court Rental Report. To date I have completed all schedules outside of Insurance. Nancy will be submitting FY18 Insurance figures to me shortly. Fiscal Year 2019 Court Rental revenue estimate is \$4.1M, and current reimbursable amount for submission to Trial Court is \$3,997,355. I should have the FY2018 Schedule of Costs to Service Court Facilities next week for Commissioners' approval.
- Fulfilled several public records requests. Most require directing requesters to the proper records custodian.
- Scheduled department reports to Commissioners for calendar year 2019. Now departments know all their dates to present their reports for the entire year.
- Received election materials for County Commissioner, Treasurer, and Register of Deeds. Arranged meeting of Board of Examiners to Certify the County Commissioner results.

Delivered materials to Probate Court and picked up after Board of Examiners meeting. After certification submitted through certified mail all materials to Secretary of State's Office.

- Began Fiscal Year 2018 Norfolk County Annual Report draft. Will concentrate on the Annual Report project once I submit Court Rental to the state.
- Sat with external auditors on several FY17 and FY18 audit items. Reviewed and verified budget reconciliation documents for both years with auditors.
- Preparing second quarter FY19 unemployment and medical security fund warrant. Upon completion will review with County Accountant.
- Worked with Michelle Labadini to correct an error in my personal vacation account. I'd like to publically thank Michelle for her attention to this matter.
- This is in addition to drafting weekly Commissioners' minutes and preparing and distributing weekly Commissioners' agenda packages. Each week I spend 1 ½ to 2 full days on Commissioners' meeting preparation and drafting Minutes of the Meeting.