

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 February 13, 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.

Jeanne McLeish, Administrative Assistant, led the recitation of the Pledge of Allegiance.

Chairman O'Brien wished the staff a Happy Valentine's Day.

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

VOTED: To approve the Minutes of the Open Session Meeting of February 6, 2019 as submitted

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

Mr. Hegarty stated there is no Capital Improvement Report this week.

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

Col. # 6 – Facilities Maintenance

Notice of Appointment for John Palmer as Senior Building Custodian, effective 2/11/2019

Col. #34 – Registry of Deeds

Notice of Appointment for Karen Corrado as Senior Clerk, effective 2/19/2019

Col. #9 – Agricultural High School

Notice of Contingent Employment for David A. Jacobs as On Call Substitute Instructor, effective 2/14/2019

Notice of Resignation for Cara L. Tsombakos as On Call Substitute Instructor, effective 2/27/2019

Chairman O'Brien introduced Mr. John Palmer, newly appointed Senior Building Custodian. On behalf of the Commissioners, Chairman O'Brien welcomed Mr. Palmer to Norfolk County and wished him success in his new position with the Facilities Maintenance Department. Mr. Palmer thanked the Commissioners for their well wishes and support.

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

19-32	Payroll – County	134,829.20
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19-32	Medicare – County	1,702.53
19-32	Payroll – School	382,180.56
19-32	Medicare – School	4,949.53
02-02-19	Expense – County	168,724.00
19-08	Expense – School	225,930.24

Chairman O'Brien stated contracts were awarded on Wednesday, February 13, 2019 as noted on Exhibit B.

Chairman O'Brien stated there are no bid openings on Wednesday, February 13, 2019 as noted on Exhibit A.

Nancy McNealy presented the Report of the Chief Procurement Officer as detailed in Exhibit C.

Chairman O'Brien asked about the Registry of Deeds interior project. Ms. McNealy stated the project is going well and the contractor has been impressive. She stated contractors discovered some lead paint and proceeded with removal. Chairman O'Brien asked for comment from Registry of Deeds staff. Marguerite Lee, Second Assistant Register of Deeds, thanked Ms. McNealy and the County for their cooperation throughout the project.

Chairman O'Brien thanked Ms. McNealy for her report.

Mr. Hegarty discussed FY19 Revenues. He stated January Registry of Deeds revenues fell below estimates but Registry revenues are still ahead of estimates for the fiscal year. Mr. Hegarty stated he is optimistic Registry revenues will finish positively at year end.

Mr. Hegarty presented the Report of the County Director. He reported on Mayflower Municipal Health Group (MMHG). Mr. Hegarty reported he and Michelle Labadini, Manager of Personnel Services, attended a MMHG meeting regarding a high deductible plan offering. He stated the plan has several valuable benefits for employees, including a health savings account, and could be a worthwhile addition to the County's health plan offerings. Mr. Hegarty stated the employer costs and plan administration are manageable. He stated the deductible is \$2,000 for a single plan and \$4,000 for a family plan and would be split evenly between the employer and the employee. Mr. Hegarty stated the County will bargain with the union to see if an acceptable agreement can be reached to offer this plan in fiscal year 2021.

Mr. Hegarty stated the County's overall insurance cost estimate for next fiscal year is slightly decreased from the current year.

He reported on information technology. Mr. Hegarty stated several members of the Norfolk County Advisory Board experienced a spoofing issue in which some members received false emails appearing as invoices. He stated Norfolk County IT staff conducted an investigation and discovered that it appears that an Advisory Board member's email was hacked. Mr. Hegarty stated the false invoice emails were generated from the hacked members email contacts. Mr. Hegarty sent an email to all members alerting them of the issue and directed members to delete such email if received.

He reported on procurement. Mr. Hegarty stated bids for the Administration Building roof project are due next week. He expects many well qualified contractors to bid on the project.

Mr. Hegarty stated Treasurer Timilty will meet with the Commissioners next week to discuss County debt and Corrections Maintenance of Effort. He stated Treasurer Timilty is arranging for a member of the Norfolk County Retirement Board to join him next week.

He reported on Wollaston Recreational Facility. Mr. Hegarty stated Facilities Maintenance staff is currently renovating the restaurant floor and kitchen floor. Mr. Hegarty stated staff removed several layers of rotted sub floor and installed a new subfloor in the kitchen. Facilities Maintenance staff also removed damaged sub floor in the restaurant and prepared the area for installation of a new carpet.

Chairman O'Brien stated the timing of the golf course restaurant bid with the opening of the golf season is critical. Mr. Hegarty assured the Commissioners that all repairs will be completed by Opening Day and that the he and Commissioner Shea are working to arrive at a satisfactory contract with the vendor.

Chairman O'Brien requested a budget update. Mr. Hegarty stated he is compiling revenue figures and he expects conservative revenue estimates for FY20. He does not expect increased real estate activity. He is projecting flat Registry revenues at this time.

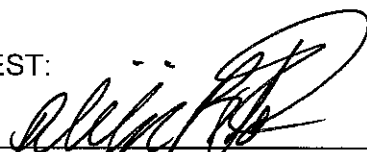
Mr. Hegarty discussed Brookline District Court. He stated state IT personnel are working weekends. Mr. Hegarty stated the County portion of electrical work is approximately 80% complete. Mr. Hegarty stated he will meet next week with Judge White to discuss the project. He stated workers discovered a damaged heating pipe on the second floor. Mr. Hegarty stated workers will replace the entire run of heating pipe while accessible.

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

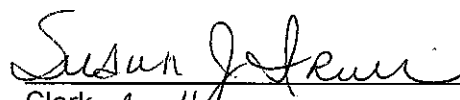
VOTED: to adjourn the meeting

Meeting adjourned at 1:30 pm

ATTEST:



Recording Secretary



Clerk Ass't

EXHIBIT A

BID OPENINGS

FEBRUARY 13, 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
FEBRUARY 13, 2019

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

VOTED: to award the following contract(s)

GRAIN FOR THE NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL

Sweet Meadow Feed & Grain	as per quote submitted
1. contract # 9-2-19-222	for items #1-13, 15-26

ANIMAL/FISH FEEDS AND BEDDING FOR THE NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL

Gilmore's Inc.	as per quote submitted
1. contract # 9-12-19-223	for items # 1-14

QUOTES

I will be requesting quotes from several vendors for fertilizer for the Agricultural High School

I have requested quotes for copy machines for the Commissioner Office, Treasurer's Office and Facilities Maintenance. I have requested quotes for lease of machines and purchase of machines to see which will be more cost effective. The quotes being requested will be used for budgeting purposes for the FY 20 fiscal year budget. I will get several quotes going forward for new machines.

CONTRACTS

Contracts for Grain and Animal/Fish Feeds and Bedding are on the agenda for today's meeting.

BIDS

Bids for the roof replacement for the Administration Building will be opened at the next meeting on 2/20/2019. Plans have been requested by 16 roofing companies.

I will be issuing an addendum today answering questions that bidders had and also sending the results of the roof test cuts and asbestos testing.

Custodial supplies were awarded at the meeting of 2/6/2019. Vendors have been notified of the items awarded to their company

REGISTRY INTERIOR RENOVATIONS

Painting has begun in the Land Court. Painters will be on site 2/11 - 2/22

It was discovered the existing paint contains lead proper procedures will be taken during the scraping period.

Plastering is ongoing. Plasterers will be on site 2/18 - 2/22

Flooring contractor will perform the terrazzo work after 4 PM because of the noise from the grinding may be an issue during normal working hours.