

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 27, 2019 notice of said meeting having been posted as required by law.

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

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

Philip Iantosca, Manager of Administration and Budgets, led the recitation of the Pledge of Allegiance.

A motion was made by Commissioner Shea, seconded by Chairman O'Brien and

VOTED: To approve the Minutes of the Open Session Meeting of February 20, 2019 as submitted

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

Mr. McGowan presented the Capital Improvement Report. He reported on Brookline District Court. Mr. McGowan stated the project is near completion. He stated there may be parking congestion once Brighton District Court officially moves their operations to Brookline Court. Facilities Maintenance will install exit signage over the next few days. He stated the move in date for Brighton District Court is March 4. Chairman O'Brien asked if Judge White is satisfied with the project to date. Mr. McGowan stated Judge White is satisfied and will have a dedicated parking space.

Mr. McGowan reported on Dedham District Court. He stated during recent stormy weather a branch broke from a tree and struck a Court Officer's vehicle in the Dedham District Court parking lot. Chairman O'Brien requested that the issue be further investigated.

He stated Facilities Maintenance worked in Probation Department over the weekend. Facilities Maintenance staff moved partitions in the Probation at the request of Court Officials.

Mr. McGowan reported on Wollaston Recreational Facility. He stated the floor replacement project should be complete by Monday.

Commissioner Shea reported on Wollaston Recreational Facility and provided an update on the status of the food service bid in order for the Facility to open in early March.

Chairman O'Brien stated Commissioner Shea is working to finalize a contract with sole applicant who bid on the food service contract and is negotiating in the best interest of Norfolk County. Chairman O'Brien also added that the Facilities Maintenance Department has done a great job on the floor replacement project.

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

Col. # 20 – Wollaston Recreational Facility

Notice of Contingent Employment for Charles Vidoli as part-time Temporary Ranger, effective 3/1/2019

Notice of Contingent Employment for Wilfred Hynes as part-time Temporary Ranger, effective 3/1/2019

Notice of Contingent Employment for Thomas Giannino as part-time Temporary Ranger, effective 3/1/2019

Notice of Contingent Employment for Michael Smith as part-time Temporary Ranger, effective 3/1/2019

Notice of Contingent Employment for Brian Buckley as part-time Temporary Ranger, effective 3/1/2019

Notice of Contingent Employment for Thomas Kelly as part-time Temporary Ranger, effective 3/1/2019

Notice of Contingent Employment for Christopher Holmes as part-time Temporary Ranger, effective 3/1/2019

Notice of Contingent Employment for George Edwards as part-time Temporary Ranger, effective 3/1/2019

Notice of Contingent Employment for Adam Silberman as part-time Temporary Grounds Crew, effective 3/1/2019

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

19-34	Payroll – County	134,363.76
19-34	Medicare – County	1,703.48
19-34	Payroll – School	332,995.74
19-34	Medicare – School	4,516.30
02-04-19	Expense – County	570,970.56

Chairman O'Brien stated no contracts were awarded on Wednesday, February 27, 2019 as noted on Exhibit B.

Chairman O'Brien stated there are no bid openings on Wednesday, February 27, 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 asked about the FY18 Schedule of Costs (SOC) to Service Court Facilities. Mr. Iantosca stated the amount submitted to the state for reimbursement in the FY18 SOC is slightly less than the FY17 SOC.

Commissioner Shea asked about the new budget worksheets for FY20. Mr. Iantosca stated the new budget worksheets are working well so far in the budget process. Mr. Mullen stated the new budget documents are cleaner and more streamlined.

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

Chairman O'Brien stated County Director Frank Hegarty is out of the office today and Assistant County Director Mullen will present the Report of the County Director.

Mr. Mullen presented the Report of the County Director. He reported on the FY20 Budget. He stated department budget proposals are due on Friday of this week. Mr. Mullen stated he has worked with 2 departments to date to familiarize them with the new budget worksheets. He stated Commissioners' staff is working on FY20 indirect charges to departments. Mr. Mullen thanked Michelle Labadini, Manager of Personal Services, for her assistance on health insurance indirect charges.

He reported on the Agricultural School. Mr. Mullen and Director Hegarty, Treasurer Timilty and staff met with school administrators and to discuss possible school capital projects.

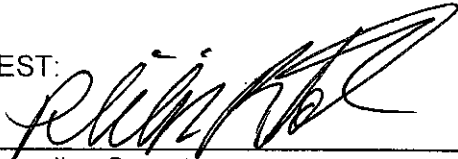
Mr. Mullen stated he will attend a joint Board of Health Meeting of the Towns of Avon, Holbrook, and Randolph. He will discuss the Norfolk County supported public health nursing services grant in those towns.

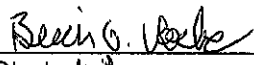
There being no further business to come before the meeting, a motion was made by Chairman O'Brien, seconded by Commissioner Shea and unanimously.

VOTED: to adjourn the meeting

Meeting adjourned at 1:30 pm

ATTEST:

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

  
\_\_\_\_\_  
Clerk

**EXHIBIT A**  
**BID OPENINGS**  
**FEBRUARY 27, 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 27, 2019**

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

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

No contracts were awarded.

# MEMO

DATE: February 27, 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

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***Report of the Manager of Administration & Budgets***

***February 27, 2019***

- Distributed FY20 Budget Review Schedule to Departments. Several departments requested time and date changes so we accommodated them and sent out a revised budget hearing schedule.
- Distributed budget timeline, new budget spreadsheets, and working days calendar to departments. Budgets are due this Friday, March 1.
- A few departments have sent in their budgets as of this morning, so I have been working on those and entering the submitted data into the master budget document.
- Had early discussions with Nancy McNealy on developing the Commissioners' Office supplies, equipment, and advertising budget line items.
- Drafted Commissioners' Public Hearing Notice for the FY20 Budget Hearing on April 3. I will work with Nancy to advertise the hearing in the Patriot Ledger.
- FY18 Schedule of Costs to Service Court Facilities is complete and signed by the Commissioners' January 23. As required, I sent 3 copies to the Administrative Office of the Trial Court. Total submitted cost was \$4,126,408.43. Court rental revenue estimate for FY19 is \$4.1M.

- I spoke with Trial Court Audit Staff last week to discuss dates for their annual audit of our report. The Trial Court estimates they will conduct the audit during the first two weeks in April or last week of April into early May. Court staff will contact me to confirm the dates.
- Arranged for delivery of FY18 Facilities Maintenance invoices and timesheets – arrived Monday afternoon. I will begin to organize and review relevant materials in preparation for the FY18 Court Rental Audit.
- Working on FY18 Annual Report. Report is about 90% complete. Once complete and approved I will prepare the final document and deliver to the Treasurer's Office for distribution per MGL Chapter 35, Section 27.
- Second quarter FY19 unemployment and medical security fund warrant is complete and copy sent to Treasurer's Office. Every quarter I get the invoice from the Treasurer's Office and work with Jeanne to process the payment. Thank you to Jeanne for her assistance.
- This is in addition to drafting weekly Commissioners' minutes and preparing and distributing weekly Commissioners' agenda packages.