

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

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

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

Dale Kurtz, Veterans' Services Advocate, 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 Open Session Meeting of March 20, 2019 as submitted

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

Frank Hegarty, County Director, stated Mr. McGowan is not available to present the Capital Improvements Report.

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

Col. # 9 – Agricultural High School

Notice of Contingent Employment for Barbara Anglin as Part-time Substitute Instructor, effective 3/28/2019

Col. # 6 – Facilities Maintenance

Notice of Resignation for Daniel R. McGaughey as Sr. Building Custodian, effective 3/8/2019

Notice of Change of Address for William Kelley, effective 3/27/2019

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

19-38	Payroll – County	128,198.39
19-38	Medicare - County	1,623.96
19-38	Payroll – School	296,205.00
19-38	Medicare – School	3,982.85
03-04-19	Expense – County	40,457.04

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

Chairman O'Brien stated there are no bid openings on Wednesday, March 27, 2019 as noted on Exhibit A.

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

Commissioner Shea asked about the County's budget consultant. Mr. Iantosca stated the budget worksheets from the consultant are working well.

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

Mr. Hegarty presented the Report of the County Director. He reported on the Administration Building. He stated the roof project will begin next week. Mr. Hegarty stated contractors estimate the project will take a week to complete. He stated the project will require 2 dumpsters placed in the alley between the Administration Building and the Oddfellows Hall. Mr. Hegarty stated he received approval for the dumpster placement from the owner of Oddfellows Hall. Mr. Hegarty stated one dumpster will be for general debris and the other dumpster will be for asbestos. The asbestos dumpster will be covered and moved offsite immediately after all asbestos has been removed.

Mr. Hegarty stated specifications for the Insulation for the Administration Building are in the central register. He stated the insulation project ideally would take place over a long weekend to avoid office disruption. Mr. Hegarty stated the last step of the Administration Building work is the exterior wall project.

He reported on the Food and Beverage contract for Wollaston Recreational Facility. Mr. Hegarty stated he is awaiting a response to a side letter sent to Mr. Carr and Mr. Carr's attorney. Mr. Hegarty stated if Mr. Carr does not immediately respond to the side letter today the Commissioners should seek an alternative.

Mr. Hegarty reported on the FY20 Budget. He stated there are budget reviews today and the Norfolk County Advisory Board Finance Committee will hold a joint session with the Commissioners on April 10.

He reported on the Norfolk County Advisory Board By Law Committee. Mr. Hegarty stated the Committee had a productive meeting yesterday in the Commissioners' Conference Room. He stated the Committee will draft a document for presentation to the full Advisory Board.

Chairman O'Brien asked about the Administration Building Roof Project. Mr. Hegarty stated the necessary police detail is scheduled for the project. Mr. Hegarty stated contractors will store materials on the roof.

Joseph McNichols, PLS, presented the FY2020 Engineering Department Budget Proposal. He stated the proposal refunds a defunded position from the FY19 Engineering budget. Mr. McNichols stated the proposal includes funding to replace a 2008 van, increased funding for education of employees to comply with OSHA requirements, and increased funding for service contracts due to rising costs.

Commissioner Shea asked about the refunded position. Mr. McNichols stated the FY20 proposal seeks to restore the Assistant County Surveyor position.

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

VOTED: To take the FY2020 Engineering Department Budget Proposal under advisement

Mr. Hegarty presented the FY2020 Miscellaneous and Contingent Expenses Budget Proposal. He stated the proposal includes increases to Group Insurance of \$190,000 to address rate increases and potential additional employees and subscriber plan movement, Other Post Employment Benefits of \$50,000 in an effort to improve the County's borrowing position, and Corrections Maintenance of Effort of \$78,000 which is scheduled for state reimbursement.

He stated the proposal includes reductions in workers' compensation salary of \$52,000 and workers' compensation insurance of \$20,000 due to the County's reduced number of cases. Mr. Hegarty stated audit is level funded and legal includes and increase of \$15,000. He stated the RSVP contribution includes an increase of \$7,500, Veterans' Services includes an increase of \$2,500, Animal Control is defunded, Professional and Technical Services includes an increase of \$2,500, and Associations and Societies includes an increase of \$1,000.

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

VOTED: To take the FY2020 Miscellaneous and Contingent Expenses Budget Proposal under advisement

Treasurer James Timilty and Joseph D'Auria, County Accountant, presented the FY2020 Treasurer's Office Budget Proposal. Mr. D'Auria stated the proposal is decreased from FY19 due to 2 retirements within the office. He stated the proposal includes a slight increase in Office Equipment and Computer Supplies. Treasurer Timilty stated the proposal is a realistic assessment of the needs of the Treasurer's Office.

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

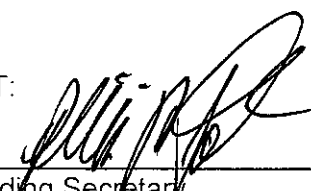
VOTED: To take the FY2020 Treasurer's Office Budget Proposal under advisement

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

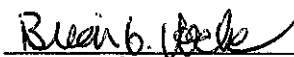
VOTED: to adjourn the meeting

Meeting adjourned at 1:40 pm

ATTEST:



Recording Secretary



Clerk, ~~Dist.~~

EXHIBIT A
BID OPENINGS
MARCH 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

MARCH 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: March 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

Report of the Manager of Administration & Budgets

March 27, 2019

- Since I last presented my report, I have received all department budgets and entered their proposals into the new budget spreadsheets. Met with budget consultant and Mr. Mullen to review overall performance and to fine tune some facets of the new budget document.
- Several departments sent me revised budgets after their initial submissions. Entered their revised data and confirmed the new budgets are correct.
- Most of my work since last report has centered on the FY20 budget.
- Drafted Commissioners' Public Hearing Notice for the FY20 Budget Hearing on April 3. Worked with Nancy McNealy to publish in the Patriot Ledger. Our hearing notice appeared in the March 15 edition of the Patriot Ledger. I also faxed and emailed the Commissioners' Public Hearing notice to city and town clerks throughout the County. We are in compliance with Open Meeting Law.
- Drafted Norfolk County Advisory Board Public Hearing Notice for publication in Patriot Ledger and delivered to Nancy McNealy yesterday. The Ledger will publish our notice this Friday, which will comply with Open Meeting Law guidelines.
- I am playing phone tag with Trial Court staff to arrange our Court Rental FY18 Audit. Although I do have a range of dates for the audit (first 2 weeks of April or first 2 weeks of

May) I don't want the Trial Court auditors to just "show up" unannounced, as they have in the past!

- I have started the process of reviewing and pulling some FY18 warrants in anticipation of the Court Rental Audit. This will be my 20th Court Rental Audit, so I have a pretty good idea of the type of items the auditors select for review. These typically include all large single item purchases such as vehicles and snow blowers, utility bills, and capital projects. I try to have a decent amount of warrants pulled in advance.
- This is in addition to drafting weekly Commissioners' minutes and preparing and distributing weekly Commissioners' agenda packages.