

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 May 15, 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.

Michelle Labadini, Manager of Personal Services, led the recitation of the Pledge of Allegiance.

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

VOTED: To approve the Minutes of the Open Session Meeting of May 8,
2019 as submitted

Chairman O'Brien asked for any public comments.

Linda Austin, Vice President, Local 2417 Registry Workers, stated she is thankful some positions were restored in the FY20 Norfolk County Budget Proposal. Ms. Austin stated she looks forward to the restoration of all previously unfunded positions. She asked about the duration of a County Commissioners' term of office. Commissioner Collins stated County Commissioners serve four-year terms on a rotating election cycle.

John McGowan, Superintendent of Buildings, presented the Capital Improvement Report. He reported on Quincy District Court. Mr. McGowan said that state workers drilled holes in ceilings throughout the building during a project. He stated Facilities Maintenance staff members are patching the ceiling holes at Quincy District Court. Mr. McGowan reported on Superior Court. He stated there are diseased trees on Superior Court grounds that must be removed. Mr. McGowan stated after removal, he will replace with new trees.

He reported on the Registry of Deeds. Mr. McGowan stated contractors are working on the roof perimeter and discovered asbestos. He stated the contractors are responsible for asbestos removal.

Mr. McGowan asked about the utility of several aged Facilities Maintenance vehicles. Frank Hegarty, County Director, stated Agricultural High School staff informed him the school cannot use the vehicles.

Mr. McGowan stated he deployed a Facilities Maintenance worker to collect parking fees at the Registry of Deeds County Parking Lot.

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

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

Col. #20 – Wollaston Recreational Facility

Notice of Contingent Employment for Andy J. Stark as Temporary Part time Grounds Crew Employee, effective 5/16/2019

Col. #9 – Agricultural High School

Notice of Contingent Employment for Nicholas J. Green as Temporary on Call Student Worker, effective 5/6/2019

Notice of Contingent Employment for Mark W. Merchant as Temporary on Call Student Worker, effective 5/7/2019

Notice of Contingent Employment for Trevor J. Masterson as Temporary on Call Student Worker, effective 5/6/2019

Notice of Contingent Employment for Emanuel Hatten as Temporary on Call Student Worker, effective 4/30/2017

Notice of Resignation for Emanuel Hatten as Temporary on Call Student Worker, effective 4/29/2019

Notice of Contingent Employment for Emily A. Robinson as Temporary on Call Student Worker, effective 6/9/2016

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

19-45	Payroll – County	132,817.72
05-03-19	Expense – County	547,462.41
19-11	Expense – School	130,546.69
5-1-19	WRF - Credit Card Pymt	22,837.00

Chairman O'Brien stated no contracts were awarded on Wednesday, May 15, 2019 as noted on Exhibit B.

Chairman O'Brien stated there are bid openings on Wednesday, May 15, 2019 as noted on Exhibit A.

Chairman O'Brien asked how many bid specifications the Procurement Office distributed. Jeanne McLeish, Administrative Assistant, stated the Procurement Office sent 13 sets of bid specifications to potential bidders and received one bid.

Michelle Labadini presented the Report of the Manager of Personal Services as detailed in Exhibit C.

Commissioner Shea asked about student working papers. Ms. Labadini stated Norfolk County Agricultural High School student workers must obtain working papers from the city or town sponsoring them.

Chairman O'Brien thanked Ms. Labadini for her work on the new County employment applications. He thanked Ms. Labadini for her report.

Mr. Hegarty reported on FY19 Revenues. He stated April Registry of Deeds revenues were strong. Mr. Hegarty stated April fee collections were approximately \$4,500.00 above estimates and excise collections were approximately \$18,000.00 above estimates. He stated Registry of Deeds revenues are approximately \$250,000.00 ahead of estimates fiscal year to date.

Mr. Hegarty presented the Report of the County Director. He stated several projects are moving forward, including the Administration Building project. Mr. Hegarty stated veneer application bids will be opened this afternoon.

He discussed municipal shared services. Mr. Hegarty stated he and Mr. Mullen are arranging a county-wide meeting of municipal administrators to discuss shared services and group bidding on contracts. He stated an area of focus is recycling and waste disposal. Mr. Hegarty stated foreign purchasing markets for recycled material have shut down and many cities and towns no longer have space to store their recycled materials. He stated the County will communicate with officials from the Town of Wellesley for guidance.

Mr. Hegarty discussed Mayflower Municipal Health Group (MMHG). He stated the MMHG annual meeting is approaching. Mr. Hegarty stated he will monitor the new high deductible plan from MMHG.

He discussed the proposed FY19 Fourth Supplemental Appropriation. He stated the proposal approved by the NCAHS Trustees includes offsets and appropriations within the Norfolk County Agricultural High School (NCAHS) Budget as follows:

CODE	ITEM	OFFSET	APPROPRIATION
201.950.5500.00.4220.05	EQUIPMENT – FACILITIES	6,000.00	
201.910.5120.00.1230.03	OVERTIME	10,000.00	
	FY18 NCAHS UNAPPR BAL	196,000.00	
201.950.5200.00.4220.04	BLDG MAINT-CONTRACTED		6,000.00
201.910.5110.00.1230.03	TEMP WAGES		35,000.00
201.940.5100.00.2305.01	CLASSRM TCHR-PROF SAL		171,000.00
	TOTAL	212,000.00	212,000.00
	VARIANCE		0.00

Mr. Hegarty stated Rick Fitzpatrick, Business Manager, NCAHS, submitted a letter stating for reasons including collective bargaining impacts, teacher retirement and recruitment, increased custodial staffing needs, and OSHA certifications, NCAHS requires this transfer to close out FY19.

Mr. Hegarty stated the NCAHS Board of Trustees approved the proposal. Mr. Hegarty recommends approval.

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

VOTED: To approve the FY19 Fourth Supplemental Appropriation in the

amount of \$212,000.00 and to recommend Advisory Board approval

Chairman O'Brien requested to recess the meeting until 1:30 pm, at which time Ms. McLeish will open bids for Veneer Brick Application for the Norfolk County Administration Building.

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

VOTED: To recess the meeting at 1:23 pm

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

VOTED: To reconvene the meeting at 1:30 pm

As detailed in Exhibit A, Ms. McLeish opened bids for Veneer Brick Application for the Norfolk County Administration Building.

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 1:35 pm

ATTEST:



Recording Secretary



Clerk, ~~MM~~

EXHIBIT A

BID OPENINGS

May 15, 2019

Bids were publicly received by 1:30 PM at the Norfolk County Commissioners Meeting, pursuant to Chapter 30B of the MGL's.

1. VENEER BRICK APPLICATION FOR THE NORFOLK COUNTY ADMINISTRATION BUILDING

New England Brickmaster & Exteriors West Newton, MA

as per bid submitted
in the amount of
\$192,530.00
Alt 1 add \$27,545.00

EXHIBIT B
AWARDING OF CONTRACTS

May 15, 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

To: Norfolk County Commissioners

From: Michelle Labadini
Manager of Personnel Services

Subject: Monthly Report

Date: May 15, 2019

The open enrollment events at the Registry of Deeds and Norfolk Aggie School went well. We had a presentation at the Registry of Deeds as well; which was well attended.

Empower SMART plan meeting took place with Treasurer Timility, Amy Duquette and myself. We plan to roll out a Roth IRA option for employees. Just like the deferred retirement plans, this plan will be 100% the responsibility of the employee. Everything will be communicated between the employee and the Empower representative directly. When any change is made by the employee, Empower will send a monthly report to my attention. I will send the report to the departments and copy payroll to make sure a Payroll Deduction Form (PDF) has been submitted in a timely manner. After the change is processed a copy of the PDF will be sent to me for the Employee file.

New Hires - going forward we will require blue papers on anyone working at the county. In the past, we were not collecting blue papers on any student workers.

Working Papers – we will be collecting working papers for all employees under the age of 18.

Mayflower is partnering with us to host a smoothie presentation for Employees via a grant, which will include the purchase of blenders for the departments.

Mayflower rate changes will go into effect 7/1/19; which means the change in deductions will take effect the 1st week in June for County Employees, the 2nd week in June for Norfolk Aggie employees.

The application we are currently using is dated; therefore, I am in the process of working with the County Director to update the application to be current. A sample application is enclosed.

Recently, I have been setting time aside to meet with new employees on their 1st day to review new hire paperwork, benefits and answer any questions they may have about the County. These meetings have been going well in helping to streamline the on-boarding process, and I appreciate the partnership of all departments.