

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 August 21, 2019, notice of said meeting having been posted as required by law.

Commissioners present were:
Commissioner Peter H. Collins
Commissioner Joseph P. Shea

Commissioner Shea called the meeting to order at 1:00 pm.

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

VOTED: To approve the Minutes of the Open Session Meeting of August 14, 2019 as submitted

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

VOTED: To approve the Minutes of the Executive Session Meeting of August 7, 2019 and to withhold disclosure until such Executive Session matters are settled

Commissioner Shea asked for any public comments. No one present addressed the Board.

John Vignoni, Maintenance Supervisor, presented the Capital Improvement Report. He stated the motion picture company filming at the Registry of Deeds donated a window air conditioning unit to the County. The air conditioner is installed in the jury pool room.

He reported on the Administration Building. Mr. Vignoni stated, per the request of the County Director, Facilities Maintenance contractors will install fencing behind the Administration Building.

Mr. Vignoni reported on Superior Court. He stated Atlantic Chimney contractors are installing chimney liners in preparation for conversion to gas.

Commissioner Shea stated a constituent contacted him about plumbing issues at a property abutting Quincy District Court. Mr. Vignoni stated he is not aware of any problems.

Commissioner Shea thanked Mr. Vignoni for his report.

Commissioner Shea announced the Commissioners acted upon personnel matters as follows:

Col. #9 Agricultural High School

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Nathaniel W. Belmont, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Trinity E. Collette, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Milena K. Delgado, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Adlin Dely, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Nina D. Dupre, CEC Student Worker JG: Flat \$15.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Hailee P. Earnest, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Alexandra R. Flanagan, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Brianna M. Cox, CEC Student Worker JG: Flat \$15.00/hr effective 7/18/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Aiden R. Francis, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Casey R. Frommer, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Meilin C. Goldman, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for John A. Greene, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for William Hagar, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Courtney R. Imbaro, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Isabella R. Ingemi, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Sarah M. Jefferson, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Heidi N. Keith, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Julia H. Lee, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Matthew D. MacKenzie, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Paige S. Marsh, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Trevor H. Marshall, CEC Student Worker JG: Flat \$15.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Tanner C. Matatall, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Aiden P. McDonagh, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Ariel E. Powers, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Margot E. Mental, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Faith M. Proctor, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Nicholas C. Rioio, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Evelyn G. Ryan, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Katerina J. Schiavo, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Cora A. Walsh, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Rebecca N. White, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of Budget Code Change to 787.901.5100.02.2239.00 for Rowan Wilson, CEC Student Worker JG: Flat \$12.00/hr effective 7/8/2019.

Notice of FTE Change in budget code 201.910.5100.00.1230.01 for Ryan P. Walsh from .9 FTE to 1 FTE, Special Education Aide JG: 10-5 at \$45,225.89/yr effective 8/26/2019.

Notice of Appointment, budget code 201.941.5100.00.2305.01 for Val Stone as 184 Day Instructor .7 FTE JG: 3-1 \$38,217.25/yr effective 8/26/2019.

Notice of Change of Address for Jeffrey D. Thompson to PO Box 223, Stoughton, MA 02070 effective 8/15/2019.

Notice of Rate Change for Noeleen McQuaid as On Call Substitute Nurse budget code 201.910.5110.00.1230.03 JG: Flat from \$12.50/hr to \$25.00/hr effective 7/1/2019.

Notice of Rate Change for Emily P. Anderson as On Call Substitute Nurse budget code 201.910.5110.00.1230.03 JG: Flat from \$12.50/hr to \$25.00/hr effective 7/25/2019.

Notice of Rate Change for Tammy L. Krause as On Call Substitute Nurse budget code 201.910.5110.00.1230.03 JG: Flat from \$12.50/hr to \$25.00/hr effective 7/26/2019.

Notice of Rate Change for Jill D. LaBelle as On Call Substitute Nurse budget code 201.910.5110.00.1230.03 JG: Flat from \$12.50/hr to \$25.00/hr effective 7/26/2019.

Notice of Rate Change for Alison E. O'Brien as On Call Substitute Nurse budget code 201.910.5110.00.1230.03 JG: Flat from \$12.50/hr to \$25.00/hr effective 7/26/2019.

Commissioner Shea announced the Commissioners executed payroll and expense warrants as follows:

20-07	Payroll – County	141,954.65
20-07.1	Payroll – County	2,104.13
08-03-20	Expense – County	615,910.51

Commissioner Shea stated no contracts were awarded on Wednesday, August 21, 2019 as noted on Exhibit B.

Commissioner Shea stated there are bid openings on Wednesday, August 21, 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 thanked Mr. Iantosca for his report.

Mr. Hegarty presented the Report of the County Director. He reported on the Administration Building. Mr. Hegarty stated the Veneer Installation Project is on schedule. He stated contractors estimate 3-4 weeks until completion.

He reported on FY19 Revenues. Mr. Hegarty stated FY19 year end Registry of Deeds revenues were \$286,379 above estimates. He stated the overage in revenue estimates does not translate to an excess in the unexpended balance because the County funded the Registry of Deeds in excess of Registry expenditures. Mr. Hegarty stated the Registry of Deeds paid a portion of their indirect costs with funds from the budget balance.

Mr. Hegarty stated the Advisory Board's approved compromise FY20 Budget forced an increased reliance on the unexpended balance carried into FY20. He stated the County absorbed approximately \$800,000 in budget cuts as a result of subsidizing the Registry of Deeds budget. Mr. Hegarty stated these actions severely limit the County's ability to operate. He stated the FY2021 Budget will be a challenge if the funding issues are not addressed. Mr. Hegarty stated the County is funding the Registry of Deeds with more money than it needs to operate. Mr. Hegarty stated Registry of Deeds offline accounts total approximately \$5.4M.

He stated all Advisory Board members received a copy of the FY20 compromise budget, a copy of Advisory Board By Laws, a copy of Robert's Rules, a list of meeting dates, and a list of Executive Committee members and Finance Committee Members in a recent mailing.

He reported on Collective Bargaining. Mr. Hegarty stated the next session is on Monday.

He stated the Public Employee Compensation Committee (PEC) will meet in 2 weeks.

Mr. Hegarty reported Presidents Golf Course revenues are ahead of estimates.

Rick Fitzpatrick, Business Manager, Norfolk County Agricultural High School (NCAHS), asked for an update on the County server. Mr. Hegarty stated the server issue was resolved as of 11 am this morning.

Mr. Hegarty announced the September 11 Advisory Board meeting is cancelled and the next meeting will be October 16.


Treasurer James Timilty thanked the Commissioners for their support. Treasurer Timilty stated he looks forward to continue working with the Commissioners and their staff on the many projects ahead in the future.

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

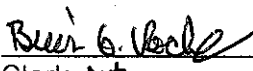
VOTED: to adjourn the meeting

Meeting adjourned at 1:25 pm

ATTEST:



Recording Secretary



Clerk, *pro temp.*

EXHIBIT A**BID OPENINGS****AUGUST 21, 2019**

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

1. ASBESTOS ABATEMENT AND DEMOLITION OF HILLTOP DORMITORY FOR THE NORFOLK COUNTY

J. R. Vinagro Corporation, Johnston R.I.

as per bid submitted
in the amount of
\$129,700.00
Alt 1 subtract
\$44,900.00
Total without alt 1
\$84,800.00
Unit price per ton
Add \$59.45
Unit price per ton
Subtract \$51.70

A&S Corporation, Norfolk, MA

as per bid submitted
in the amount of
\$97,000.00
Alt 1 subtract
\$10,000.00
Total without atlt 1
\$87,000.00
Unit price per ton
Add \$35.00
Unit price per ton
Subtract \$30.00

2. TENNIS COURT CRACK REPAIR FOR THE WOLLASTON RECREATIONAL FACILITY

New England Sealcoating Co., Inc., Hingham, MA

as per bid submitted
in the amount of
Set 1 \$21,770.00
Set 2 \$24,875.00
Set 3 \$23,610.00

East Cost Sealcoating Inc., Abington, MA

as per bid submitted
in the amount of
Set 1 \$17,201.00
Set 2 \$21,680.00
Set 3 \$20,817.00

Present at today's bid opening were: Austin Cannon, A&S Corp. and another from Vinagro Corporation

EXHIBIT B
AWARDING OF CONTRACTS

AUGUST 21, 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: August 21, 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

August 21, 2019

- Posted FY20 Budget figures to BudgetSense and reviewed for accuracy. Involved data entry from approved paper budget into BudgetSense format spreadsheet. Reviewed with County Accountant both bottoms lines reconciled perfectly.
- Posted FY19 Reserves for FY20 into BudgetSense. Involved data entry from approved reserves list into BudgetSense format spreadsheet.
- Generated several expense reports targeting FY19 Unexpended Balance for Director and Assistant Director's review.
- Both projects combined included approximately 1,300 unique pieces of data entry.
- Drafted May 15 Advisory Board Minutes.
- ~~Created new binder for FY2020 Commissioners' Minutes.~~
- Created new Advisory Board Weighted Vote Spreadsheet to reflect new weighted votes from Division of Local Services.
- Distributed FY19 Annual Report email to departments. Department drafts are due to me on September 23.

- Started FY19 Schedule of Costs to Service Court Facilities. Court Rental receipts are estimated at \$4,215,300 in the FY20 Budget. I'm currently clearing out the FY18 figures in the Court Rental document in preparation for FY19 data entry.
- Prepared FY20 County Assessments for Commissioners' approval and signature. I was on vacation the week Commissioners' approved and staff distributed the invoices to County cities and towns.