

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 December 4, 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.

William Buckley, Assistant County Director, 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
November 27, 2019 as submitted

Chairman O'Brien asked for any public comments. No one present addressed the Board.

John McGowan, Superintendent of Buildings, presented the Capital Improvement Report. Mr. McGowan reported on Quincy District Court. He stated Facilities Maintenance staff addressed an abutter's concerns regarding landscaping on court property. Mr. McGowan stated Facilities Maintenance staff removed leaves from and inspected the abutter's roof.

He stated Industrial Burner Systems will inspect the HVAC compressor at Quincy District Court.

Mr. McGowan stated Facilities Maintenance staff has been preparing the Registry of Deeds for this evening's Advisory Board meeting.

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

Col. #9 - Agricultural High School

Notice of Termination for Donald P. Delphia as Substitute Custodian JG: Flat \$18.00/hr, effective 11/20/19.

Notice of Address Change for Amanda J. Camara, effective 12/2/19.

Chairman O'Brien announced there are no bid openings as detailed in Exhibit A.

Chairman O'Brien announced there are no contract awards as detailed in Exhibit B.

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

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

Robert Pierson presented the Report of the RSVP Director as detailed in Exhibit D.

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

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

| | | |
|----------|------------------|------------|
| 20-22 | Payroll – County | 132,816.26 |
| 20-22 | Payroll – School | 307,984.59 |
| 12-01-20 | Expense – County | 77,544.97 |

Mr. Mullen presented the Report of the County Director. He welcomed Assistant County Director William Buckley to Norfolk County. Mr. Mullen stated Mr. Buckley started work on Monday. Mr. Mullen sent an email introducing Mr. Buckley to department heads. He stated Mr. Buckley will schedule meetings with department heads in an effort to familiarize himself with County operations.

Mr. Mullen stated he met with Mr. Pierson to review the RSVP program. He and Mr. Pierson discussed RSVP initiatives and program funding and accounts.

Mr. Mullen reported on Wollaston Recreational Facility. He met with Boston Butler to discuss the food service contract and The View Restaurant and Tavern operations.

Mr. Mullen stated he has been preparing for this evening's Finance Committee and Advisory Board meetings.

He reported on Hilltop Farm. Mr. Mullen stated asbestos has been removed and the building is ready for demolition.

At 1:25 pm, a motion was made by Commissioner Shea, seconded by Commissioner Collins and

VOTED: To enter into Executive session pursuant to Purpose 3, to discuss strategy with respect to collective bargaining, specifically AFSCME Council 93, Local 2417 Registry and Maintenance Units, the chair having declared that an open meeting would have a detrimental effect on the bargaining position of the Commissioners. The Commissioners will return to Open Session.

The Commissioners returned to Open Session at 1:45 pm.

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

VOTED: To approve the ratification vote on the collective bargaining agreement between the County of Norfolk and AFSCME Council 93, Local 2417 Registry Unit (unanimous)

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

VOTED: To approve the ratification vote on the collective bargaining agreement between the County of Norfolk and AFSCME Council 93, Local 2417 Maintenance Unit (unanimous)

Commissioner Shea stated the County is still negotiating with the AFSCME Council 93, Local 2417 Engineering Unit.

Mr. Mullen noted correspondence from a Dedham Square resident regarding public safety around courthouses. Chairman O'Brien directed Mr. Mullen to disseminate the resident's concerns to Dedham Square courthouse officials and to notify the Dedham Police Department.

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 1:50 pm

ATTEST:



Recording Secretary

Brian G. Pote
Clerk *pot*

EXHIBIT A

BID OPENINGS

DECEMBER 4, 2019

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

1. No bids were opened.

EXHIBIT B
AWARDING OF CONTRACTS

DECEMBER 4, 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: December 4, 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

December 4, 2019

- Working on FY19 Court Rental Report: To date I have completed schedules for Personnel, Contractual Services, Repair and Maintenance of Land, Housekeeping Supplies, Travel, Annual Debt Service, and Utilities. So far I have recovered \$3.065M in reimbursable costs. I still have Employee Benefits, and Insurance. Reviewed Employee Benefits Court Rental materials with Michelle Labadini. The County will receive reimbursement for each Facilities Maintenance employee's County share of health, dental, and life insurance based on building percentage. County will also receive reimbursement for Facilities Maintenance retirees' health insurance county portion. Worked with Maintenance Department to classify equipment purchases for specific buildings. FY20 Court Rental Revenue Estimate is \$4,215,300.
- Assisted County Director and Personnel Manager with spreadsheet formula issue within a worksheet. Worked on bugs within a formula to correct a cell anchor issue.
- Getting together FY19 Annual Report materials and information so I'm ready to go on that project once Court Rental is complete.
- Began work on FY21 Budget draft. Currently I am printing FY19 department expense reports and entering FY19 Expended figures into the FY21 Budget draft Department expense pages.

- Began drafting FY21 Budget schedule. April Advisory Board public hearing must comply with 14 day notice regulation. I will work backward from the meeting date and plan publication of public notice in Patriot Ledger with Chief Procurement Officer. April meeting scheduled for April 15, 2020.
- Working on FY21 Budget Letter to Departments. Budget Letter distributed to departments in early January. Letter contains content and technical guidelines for department budget proposals.
- This is in addition to drafting weekly Commissioners' minutes and preparing and distributing weekly Commissioners' agenda packages. Each week I spend about a day's time on Commissioners' meeting preparation and drafting Minutes of the Meeting.

Robert Pierson, RSVP Director
November 2019 Report

RSVP Office Review

- Volunteer Ginger keeping current with Timesheet Data Entry.
- Quarterly mileage reimbursement successful with minimal correction needed so far.
- New, easier policy for Veteran Driver timesheets.

Outreach and Recruiting

- 500 copies of our September – December 2019 RSVP newsletters to be mailed out to volunteers and stations next week. Norwood and Quincy Career Centers vol. recruitment.
- 11 new volunteers recruited in Oct/Nov 2019

Partner Sites and Programs

- 2 New volunteers in process through Brookline COA for West Roxbury VA.
- 30 Afghans and laprobes donated by Quincy COA.
- 118 Veteran rides given in Oct/Nov. 2019.

Holiday Program Planning

- 2nd Annual- Support Our Troops Holiday Drive November 11th – January 3rd.
900 individual emails with fliers send to stations, NCAB, Veteran Groups & RSVP Friends.
800 holiday drive fliers dropped off to senior centers and libraries.
- RSVP 5th Annual Holiday Sing and Banjo at Brockton VA Hospital on December 12.

CNCS Grant & Program Budget

- Half year Federal Financial and Progress Reports submitted to CNCS.
- Northeast Regional Office Meeting of CNCS occurred November 14.
- Director of National Senior Corps is planning and likely to be keynote at 30th Anniversary RSVP luncheon on Thursday, August 13, 2020.

| Unduplicated Volunteers with submitted timesheets | New Grant Target | Nov 2017- Oct 2018 (year ago) | Nov 2018 - Oct 2019 (current period) |
|---|------------------------|-------------------------------------|--|
| Tutoring-Public Schools | >50 | 51 | 45 |
| Food Delivery | >25 | 31 | 31 |
| Food Pantry | >20 | 21 | 17 |
| In-Home Friendly Visiting | >10 | 7 | 11 |
| Veterans w/ disabilities | >10 | 8 | 7 |
| Veterans transportation | >25 | 34 | 42 |
| Veterans bene-assistance | >5 | 4 | 5 |
| Other veterans services | >40 | 49 | 49 |
| Other RSVP Priorities | <100 | 92 | 91 |
| Unduplicated Volunteers | 285 | 297 | 298 |

MEDIA COVERAGE LINKS December 2018 - present

Canton Citizen- December 6, 2018

Norfolk County RSVP Operation Gratitude Holiday Drive

Dedham Times- December 7, 2018

Norfolk County RSVP Operation Gratitude Holiday Drive

Dedham Times- March 22, 2019 National Service Day

Walpole Hometown News -March 22, 2019 National Service Day

Dedham Times- March 29, 2019 Friendly Visiting in Dedham

Walpole Hometown News - April 12, 2019 National Service Day Report

Dedham Times -August 16, 2019

Norfolk County 2019 Volunteer Recognition Luncheon

Dedham Times- November 29, 2019

Norfolk County RSVP Holiday Drive for our Troops