

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 5, 2018 notice of said meeting having been posted as required by law.

Public officials present were
Chairman Francis W. O'Brien
Commissioner Joseph P. Shea
Commissioner Peter H. Collins
Walter F. Timilty, Clerk

Principals present were:
Frank Hegarty, County Director
Michael Mullen, Assistant County Director

Chairman O'Brien called the meeting to order at 1:00 pm and asked Walter F. Timilty, Clerk of Courts, to lead Commissioners and attendees in the Pledge of Allegiance.

Chairman O'Brien called the roll. Commissioners O'Brien and Shea were present, and Chairman O'Brien announced that Commissioner Collins would arrive shortly.

The Chairman announced that the Commissioners and the Clerk of Courts are meeting as the Board of Examiners to Certify Election Results for the Norfolk County Treasurer and the Norfolk County Registry of Deeds. Clerk of Courts Timilty announced that he would begin by certifying the election results for James E. Timilty for Norfolk County Treasurer for the period of two years. Commissioners O'Brien and Shea followed.

Commissioner Collins arrived to the meeting and also certified the election results for James E. Timilty for Norfolk County Treasurer for the period of two years.

Clerk of Courts Timilty announced that he would begin by certifying the election results for William P. O'Donnell for Norfolk County Register of Deeds for the period of six years. Commissioners O'Brien, Collins and Shea followed.

Chairman O'Brien announced that the Board of Examiners had certified the election results for James E. Timilty for Norfolk County Treasurer and William P. O'Donnell for Norfolk County Register of Deeds.

Frank Hegarty, County Director, informed the Commissioners that he expects the Board of Examiners including the Register of Probate and the first probate judge to certify the election results for Peter H. Collins for Norfolk County Commissioner. Director Hegarty said that arrangements are being made to have Clerk of Courts Timilty at the Commissioners' January 2, 2019 meeting to perform the oath of office to applicable county officials.

Chairman O'Brien proceeded with the Commissioners' meeting and asked for a moment of silence for President George H.W. Bush and U.S. Army Special Forces Sgt. 1st. Class Eric Emond.

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

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

VOTED: To approve the Minutes of the Meeting of November 28, 2018 as submitted

Chairman O'Brien asked if there would be a Capital Improvement Report presented to the Commissioners. County Director Hegarty informed the Commissioners that Mr. Vignoni was not available for the meeting.

Chairman O'Brien announced that various personnel matters were acted upon by the Commissioners. These include:

COL #9 – SCHOOL

Notice of *Contingency Employment* for Michelle A. Wetherbee of Franklin, MA, Substitute Instructor, FR \$12.50/hr. effective 12/6/18.

Notice of *Contingency Employment* for Robert N. Toran of Walpole, MA, Substitute Instructor, FR \$12.50/hr. effective 12/6/18.

COL #34 – REGISTRY OF DEEDS

Notice of *Temporary Appointment* for Matthew Reid of Stoughton, MA, Flat Rate Clerk, FR \$12.00/hr. effective 1/2/19 to 1/28/19.

COL#30 – TREASURERS

Notice of *Retirement* for Sharon Wool of Quincy, MA, Payroll Clerk, JG 18-9, \$42,166.80/yr. effective 12/1/18.

COL#20 – WOLLASTON

Notice of *Resignation* for Donald J. Duggan of Quincy, MA, Ranger, FR \$11.00 effective 11/26/18.

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

19-22	Payroll – County	136,521.84
19-22	Payroll - Aggie	305,227.08
12-01-19	Expense – County	110,997.65

Chairman O'Brien stated contracts were awarded on Wednesday, December 5, 2018 as noted on Exhibit B.

Chairman O'Brien said that Bid Openings will take place at 1:30 p.m. as scheduled, as noted in Exhibit A.

Phil 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.

Chairman O'Brien recognized Frank Hegarty for the Report of the County Director. Mr. Hegarty began by thanking Mr. Iantosca for his work to prepare the election results for certification by the Board of Examiners. Mr. Hegarty reported that this year proved to be much easier than 2016 with no discrepancies and having worked very smoothly.

Director Hegarty reported that the County's new Manager of Personnel Services, Michelle Labadini, had recently attended training through the Massachusetts Teachers' Retirement System (MTRS) and has learned how to manage payroll deductions through the MTRS system. Mr. Hegarty reported that the new payroll clerk in the Treasurer's office has had the same training and that the two employees are working in strong partnership with each other. Director Hegarty also reported that Ms. Labadini is working on arranging a wellness event for County employees closer to the County offices in Dedham.

The County Director also shared with Commissioners that work has started on the Fiscal Year 2020 budget process. The Commissioners' office is now working with a consultant to overhaul various aspects of the budget spreadsheet document, and FY20 spreadsheets and instructions will be distributed to department heads in early-to-mid January. Next year's budget process, Mr. Hegarty noted, will be aimed at making the process more efficient and user-friendly for department heads as they will only be requested to submit proposed expenses; most salary columns will be distributed to department heads already entered into the document.

Director Hegarty reported to the Commissioners that the Commissioners' office is very close to sending out proofs of the employee handbook, and that is expected to happen by the end of December. The goal, he indicated, is to have the handbook approved and printed in final form by the early spring.

Finally, Mr. Hegarty shared with Commissioners that work is moving forward at Brookline District Court for the relocation of the Brighton division. He said that it is now the state's goal to have the temporary relocation done by February, but that could change again depending on the state's needs. Mr. Hegarty said that it remains a real pleasure to continue working with Judge Mary Dacey-White, and that she is very appreciative of the Commissioners' efforts.

Chairman O'Brien asked Director Hegarty if the \$350,000 approved for Superior Court by the Legislature had been bonded. Mr. Hegarty said that he is continuing his work with Rep. Paul McMurtry in hopes that the funding will be appropriated.

A motion was made by Commissioner Shea, seconded by Commission Collins, to go into Executive Session under Purpose 7, for the review of Executive Session Minutes of November 14, 2018, such executive session having been held pursuant M.G.L.c.30A sec 21(a)(7) to comply with, or act under authority of, any general or special law, specifically M.G.L. c30A sections 22(f) and (g), and which executive session related to the review, approval and/or consideration for disclosure or continued non-disclosure of minutes from an executive session which had been held on November 7, 2018; and which Executive Session was also held under Purpose 3, to discuss strategy with respect to anticipated litigation relating to a demand letter received from counsel for an employee of the County.

Chairman O'Brien called the roll and

Commissioner Collins voted "yes"
Commissioner Shea voted "yes"
Chairman O'Brien voted "yes"

VOTED: to go into executive session at 1:39 pm

The Commissioners reconvened in Open Session at 1:45 pm.

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

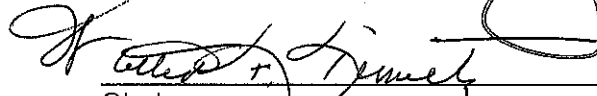
VOTED: to adjourn the meeting

Meeting adjourned at 1:47 pm

ATTEST:



Recording Secretary



Clerk

EXHIBIT A
BID OPENINGS
DECEMBER 5, 2018

Sealed bids were publicly opened at 1:30 PM at the Norfolk County Commissioners meeting, pursuant, to Chapter 30B of the MGL's.

1. SERVICING OF BURNERS AND BURNER CONTROLS FOR A PERIOD OF ONE (1) YEAR WITH TWO (2) ONE (1) YEAR OPTIONS TO RENEW (REBID)

Industrial Burner Systems Quincy, MA

As per bid submitted
Preventative Maintenance
in the amount of
Year 1 \$5,650.00
Hourly Rate \$103.00
Overtime Hourly Rate \$103.00

As per bid submitted
Preventative Maintenance
in the amount of
Year 2 \$5,650.00
Hourly Rate \$105.00
Overtime Hourly Rate \$105.00

As per bid submitted
Preventative Maintenance
in the amount of
Year 3 \$5,650.00
Hourly Rate \$107.00
Overtime Hourly Rate \$107.00

4 specs were sent

2. UNLEADED GASOLINE, MID-GRADE UNLEADED GASOLINE, DIESEL FUEL, #2 FUEL OIL FOR THE SOUTH SHORE PURCHASING GROUP FOR A PERIOD OF ONE (1) YEAR, COMMENCING SEPTEMBER 1, 2016 WITH AN OPTION FOR A SECOND AND THIRD YEAR, ENDING AUGUST 31, 2019

Dennis K. Burke, Taunton, MA

Fixed Adder Over OPIS
(Fluctuating Price)

as per bid submitted
in the amount of
First Year
Unleaded Gas 0.3892
Mid Grade Unleaded Gas 0.3892
Ultra Low Sulfur Diesel 0.3892
#2 Fuel Oil N/A

as per bid submitted
in the amount of
Second Year
Unleaded Gas 0.3892
Mid Grade Unleaded Gas 0.3892
Ultra Low Sulfur Diesel 0.3892
#2 Fuel Oil N/A

as per bid submitted
in the amount of
Third Year
Unleaded Gas 0.3892
Mid Grade Unleaded Gas 0.3892
Ultra Low Sulfur Diesel 0.3892
#2 Fuel Oil N/A

Global Waltham, MA

as per bid submitted
in the amount of
First Year
Unleaded Gas 0.5228
Mid Grade Unleaded Gas .5485
Ultra Low Sulfur Diesel .5364
#2 Fuel Oil .3696

as per bid submitted
in the amount of
Second Year
Unleaded Gas .5328
Mid Grade Unleaded Gas .5285
Ultra Low Sulfur Diesel .5464
#2 Fuel Oil .3796

as per bid submitted
in the amount of
Third Year
Unleaded Gas 0.5428
Mid Grade Unleaded Gas 0.5385
Ultra Low Sulfur Diesel 0.5564
#2 Fuel Oil 0.3896

2. UNLEADED GASOLINE, MID-GRADE UNLEADED GASOLINE, DIESEL FUEL, #2 FUEL OIL FOR THE SOUTH SHORE PURCHASING GROUP FOR A PERIOD OF ONE (1) YEAR, COMMENCING SEPTEMBER 1, 2016 WITH AN OPTION FOR A SECOND AND THIRD YEAR, ENDING AUGUST 31, 2019

Dennis K. Burke, Taunton, MA

Fixed Adder Over NYMEX
(Fixed Price)

as per bid submitted
in the amount of
First Year
Unleaded Gas 0.5372
Mid Grade Unleaded Gas 0.6372
Ultra Sulfur Diesel 0.5372
#2 Fuel Oil N/A

as per bid submitted
in the amount of
Second Year
Unleaded Gas 0.5372
Mid Grade Unleaded Gas 0.6372
Ultra Low Sulfur Diesel 0.5372
#2 Fuel Oil N/A

as per bid submitted
in the amount of
Third Year
Unleaded Gas 0.5372
Mid Grade Unleaded Gas 0.6372
Ultra Low Sulfur Diesel 0.5372
#2 Fuel Oil N/A

Global, Waltham, MA

as per bid submitted
in the amount of
First Year
Unleaded Gas 0.5941
Mid Grade Unleaded Gas 0.6341
Ultra Low Sulfur Diesel 0.5858
#2 Fuel Oil 0.4408

as per bid submitted
in the amount of
Second Year
Unleaded Gas 0.6041
Mid Grade Unleaded Gas 0.6441
Ultra Low Sulfur Diesel 0.5958
#2 Fuel Oil 0.4508

as per bid submitted
in the amount of
Third Year
Unleaded Gas 0.6141
Mid Grade Unleaded Gas 0.6451
Ultra Low Sulfur Diesel 0.6058
#2 Fuel Oil 0.4608

6 specs were sent

Present at today's bid opening were: Patrick Healey from Dennis K. Burke, Inc., Kevin Young from Global.

EXHIBIT B
AWARDING OF CONTRACTS
DECEMBER 5, 2018

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 5, 2018
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 5, 2018

- Met with County Director and Assistant County Director to plan FY20 budget schedule and potential revisions to Norfolk County Budget document. Working on new budget template and inputting FY17 and FY18 expended figures and FY19 appropriated numbers with any supplemental appropriations included. We have a very tight timeline with this, so Mike Mullen was nice enough to take the minutes today to allow me to concentrate more on the FY20 Budget Project. We're basically creating an entire Budget document (but without the FY20 proposals) in 6 or 7 days.
- Working on FY18 Court Rental Report. To date I have completed schedules for Personnel, Contractual Services, Repair/Maintenance of Buildings and Land, Equipment Purchase/Repair, Administrative Costs, Debt Service, Capital Improvements and Utilities. So far I have recovered \$3,761,420 in reimbursable costs. I have still have sections of Employee Benefits and Insurance outstanding. Fiscal Year 2019 Court Rental revenue estimate is \$4.1M.
- Fulfilled several public records requests. Most require directing requesters to the proper records custodian.

- Distributed County election certification materials to all 28 cities and towns in Norfolk County, including cover letter, certification forms, and return envelopes. Clerks must submit election results to the Commissioners' Office for Board of Examiners' (BOE) certification. Once I receive certification forms from clerks I enter their figures into our election spreadsheets. The figures must reconcile or BOE may not certify results. Once election is certified I send the paperwork into the Secretary of State's Office. I went to Probate Court this morning and dropped off certification materials for the Board of Examiners to certify the County Commissioner election. Upon their certification, the Register will notify me and I will drive to Probate Court to pick up the certification materials. I will then forward them to the Secretary of State's Office.
- Drafted FY19 Second Supplemental Appropriation for Commissioners and Advisory Board. Distributed Advisory Board materials to members and departments. Sent Advisory Notice and Agenda to clerks for posting via email and fax in accordance with Open Meeting Law.
- This is in addition to drafting weekly Commissioners' minutes and preparing and distributing weekly Commissioners' agenda packages. Each week I spend 1 ½ to 2 full days on Commissioners' meeting preparation and drafting Minutes of the Meeting.