



Massachusetts Association of Public Purchasing Officials (MAPPO)

Meeting Minutes

Wednesday, October 20, 19, 2016

Hyannis Golf Club

Hosted By: David Anthony and Johanna Boucher, Town of Barnstable

Officers Present:

Mary Delaney, President

Tom Watkins, Vice President

David Gelineau, Co-Treasurer

Whitney Haskell, Secretary

Business Meeting:

President Mary Delaney welcomed everyone to the meeting.

New Members:

Gina Cates, Fall River

Theresa Penzola, Saugus

Secretary's Report:

President Delaney requested a motion to approve the minutes from the September meeting. The motion was made, seconded, and the minutes were approved.

Treasurer's Report:

Co-Treasurer David Gelineau presented the Treasurer's report for the month of September. The ending balance was \$46,659.91. President Delaney requested a motion to approve. The motion was made, seconded, and report was approved.

Legislative Affairs Committee:

An update on the Municipal Modernization Bill will be given in November.

Website Committee:

Nothing to report.

Speaker Committee:

Angela Allen reported that the November meeting will be an overview of the Municipal Modernization Bill. We will have representatives from the IG's Office and OSD. (This will be an extended day, as there is so much to cover.)

At the January meeting we will discuss changes in the public records law.

New Business:

Information about the new mentoring program will soon be coming to the website.

Members should be sure to register for meetings, and cancel when they cannot make it. We will start invoicing for "no-shows."

Co-Secretary Bill Pappas has moved on from the Town of Brookline. Whitney Haskell will serve as sole Secretary.

President Delaney nominated Stephen Tyler of Spencer to fill a vacancy on the Executive Board. A motion was made, seconded and approved.

Jackie Abbott of OSD announced the OSD will be conducting Neighbor to Neighbor programs throughout the state regarding the legislative changes and posting on Commbuys.

Speaker:

Ross D. Gorman (President) and Colleen Ormsby (Account Executive) from Safe Harbor Insurance.

The Bid Process

- It is beneficial to bid out insurance because exposure and assets can change during a policy period.
- Also, the insurance can be tailored to the community that may have unique assets or activities.
- If you are looking for a contract to be in place July 1, you should be bidding in January.

Subcontractor vs. Employee

There is a three prong test to determine whether an individual is a subcontractor or employee

1. They are acting under their own control
2. The work being performed is outside the municipality's usual course of business
3. The individual is customarily engaged in that business for others. (i.e. more than just the municipality)

Reading the Certificate of Insurance

- Check to the "Additional Insured" box is checked. That gives the municipality protection and rights. Being listed as a "Certificate Holder" does not confer any rights.
- Check the policy effective dates, it may be different for each category of insurance
- Give contractors copy of the contract to present to their Agent. It will ensure that the certificate matches the request.

Property Valuation

Three types:

- Actual Cash Value (ACV)
- Replacement Cost
- Functional Replacement Cost- i.e. if you wouldn't rebuild an ornate of historical building to the same level, what would it be replaced with.

Professional Liability

Covers:

- Employment practices
- Safety Services (Police and Fire)
- Educators and Administrator
- Management practices

Automobile Coverage

- Vehicles are typically covered as built, no as modified.

Also consider: Cyber coverage and pollution coverage

The meeting was adjourned at 2:05 PM.

Respectfully submitted,
Whitney Haskell,
MAPPO Secretary