



Massachusetts Association of Public Purchasing Officials (MAPPO)

Meeting Minutes

February 11, 2015

Andover Country Club, 60 Canterbury Road, Andover, MA 01810

Hosted By: Tom Watkins (Town of Andover)

Officers Present:

Mary Delaney, President

Tom Watkins, Vice President

Sarah Stanton, Co-Treasurer

David Gelineau, Co-Treasurer

Whitney Haskell, Co-Secretary

Guests:

Robin Stein, Methuen

Donna Walsh, Andover

New Members:

Beth Doucette, Weymouth

Business Meeting:

President Mary Delaney opened the meeting at 11:30 AM.

Secretary's Report:

President Delaney requested a motion to approve the minutes from January's 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 January. President Delaney requested a motion to approve. The motion was made, seconded, and the report was approved.

MUNIS Working Group:

David Geanakakis informed members that the MUNIS users group is currently discussing the next steps.

Legislative Affairs Committee:

Vice President Tom Watkins spoke on behalf of the Legislative Affairs Committee regarding the group's legislative initiatives. Vice President Watkins informed the group that the initiatives focus will be raising the construction thresholds to \$35,000. The group is considering hiring a lawyer/lobbyist to help draft and present the proposed changes.

Website Committee:

Vice President Watkins stated that the Website Committee had nothing to report.

Speaker Committee:

Beverly Sleeper, of the Speaker Committee announced that an updated schedule of speakers will soon be prepared and disseminated.

President Delaney informed the group that the March meeting will be hosted by Karen Murphy and held at the Old Mill in Westminster. The meeting will include a panel discussing communication between City officials and purchasing professionals. The April meeting will be hosted by David Anthony at the Hyannis Golf Club in Hyannis. The Spring Conference will be held on May 14 and 15 at the Devens Common Center. The June meeting, (the last of this fiscal year) will be hosted by Pete Lombardi at the Black Cow in Newburyport.

New Business:

Member Jonathan Goldfield inquired as to whether anyone in the group had experience with the Mass Save Grant. Beverly Sleeper directed him to her DPW.

Jennifer Forsey of OSD announced that the roundtable discussion on Commbuys scheduled for February 12, 2015 will be rescheduled due to weather concerns.

Speaker:

Carole McGravey, of the Massachusetts Municipal Lawyer's Association spoke about Municipal counsel's perspectives on procurement. Attorney McGravey spoke about the importance of knowing and understanding the law and taking advantage of educational opportunities. She recommends clear and concise procedures and documents as well as standard contracts for each type of procurement (services, goods, construction, architects etc...) which should be included as part of the solicitation documents. She also recommends reviewing MIAA's recommendation for insurance and indemnification language. She reminded the group that even when purchasing from a state contract, a contract should still be executed between the jurisdiction and the vendor. Finally, she recommended that each jurisdiction development performance and payment bond forms, as many companies will attempt to include additional language protecting vendors.

President Delaney reminded members to submit their responses to the salary survey.

Lunch was served at 12:30 PM and the meeting was adjourned at 1:30 PM.

Respectfully submitted,

Whitney Haskell
Co-Secretary