

## **MASSACHUSETTS ASSOCIATION OF PUBLIC PURCHASING OFFICIALS (MAPPO)**

### **MEETING MINUTES**

**Wednesday, March 18, 2015  
The Old Mill  
69 State Road East, Westminster  
Hosted by: Karen Murphy, Town of Westminster**

#### Officers Present

Mary Delaney, President  
Tom Watkins, Vice President  
David Gelineau & Sarah Stanton, Co-Treasurers  
Sandra Marquis, Co-Secretary

#### New Members Attending

Heather Billings, Chair of Westminster Select Board  
Steve Tyler, Spencer

#### Guests Attending

Elizabeth Swedberg, Westminster Health Agent  
Will Brown, All-One Health

#### Lunch

A buffet lunch was served from 11:15 a.m. to 12:15 p.m.

#### Welcome

Mary Delaney called the meeting to order at 12:20 a.m. and thanked Karen Murphy for hosting the meeting.

#### Co-Secretaries Report

Mary asked for approval of the February meeting minutes. A motion was made, seconded and motion was approved.

#### Co-Treasurers Report

Sarah Stanton reported that the month's beginning balance was \$41,898.41 and after additional dues and expenses the ending balance is \$37,692.92. There were no questions or comments on the treasurer's report. A motion was made to accept the report and duly seconded. Motion passed.

#### Legislative Affairs Committee Report

Dan stated that the committee is working on the threshold issues. OSD has terminated the Tradesperson Contract.

#### Web-site Committee Report

Nothing to report

#### Speaker Committee Report

Nothing to report.

### MUNIS Working Group

The group is meeting quarterly to discuss upcoming contracts. The vehicles contract is being now being discussed.

### Good & Welfare Committee

Nothing to report.

### Seminar Committee

The membership was reminded that the Spring Conference is scheduled for May 14<sup>th</sup> and 15<sup>th</sup> in Devens. The hotel rooms will be discounted on Wednesday night and Thursday night. The cost for the room will be \$119. The first night the committee will host a wine and cheese event.

Angela and Maureen asked members to solicit topics of interest for the Spring Conference. They will be putting out a survey to the membership within the next few weeks.

### CommBuys Enablement Team for Municipalities

At the MassBuys Conference there will be a panel discussion on the progress to link the municipalities' financial systems with CommBuys.

The MAPPO Board is looking for volunteers to man the booth at the Conference.

### MAPPO Outreach Committee

For this meeting Sarah reached out to the local communities who are registered members of MAPPO but do not attend the monthly meetings. Bill reached out to the small cities and towns in the area. It was noted that many of the communities share their purchasing efforts and do not have anyone available to attend meetings

### Announcements

- The April meeting will be held on April 15<sup>th</sup> and will be hosted by David Anthony. It will be held at the Hyannis Golf Course.
- On April 30<sup>th</sup> MAPPO will have a hospitality room at the MassBuys Conference.
- The May meeting will be the annual Spring Conference scheduled for May 14<sup>th</sup> and 15<sup>th</sup>. The Conference will be held at the Devens Common Center and accommodations will be available at the two adjoining hotels.
- The last meeting of the year will be held on June 17<sup>th</sup> and will be hosted by Pete Lombardi and may be held at the Cow Tap & Grill, Newburyport. The location will be confirmed at the next meeting.

### Recognitions

None

### Old Business

None

### New Business and Member's Agenda Items

Eric Weiss, Executive Director of MHEC stated that the copier contract F07 will be completed soon. He also stated that MHEC has 57 contracts.

Dave Geanakakis, chair of the nominating committee, announced that the current Board of Directors:

- Mary Delaney, President,

- Thomas Watkins, Vice President
- David Gelineau, Co-Treasurer
- Sarah Stanton, Co-Treasurer
- Whitney Haskell, Co-Secretary

expressed an interest in staying on the Board for another term. Sandra Marquis was not able to commit to another term. Bill Pappas has expressed an interest in serving as the Co-Secretary.

Dave asked if there were any nominations from the floor. There were no further nominations. A motion was made to accept the slate of officers proposed by the nominating committee. The motion was seconded and passed.

The officers stated that they were happy to continue serving. They had enjoyed serving together over the past two years and look forward to moving forward with MAPPO's goals.

#### Speaker Presentation

Beverly Sleeper introduced, Karen Murphy, Westminster Town Administrator; Heather Billings, Chair of Westminster Select Board; Elizabeth Swedberg, Westminster Health Agent; and, Will Brown of All-One Health. The title of the panel discussion was "Working Effectively with Local Officials and Boards/Commissions".

Mark and Natasha passed out a power point handout that will be available on the website.

#### *The following are some highlights from the presentation.*

- Will Brown facilitated the panel discussion which highlighted the need for effective communication between elected and appointed officials, citizens, interested parties, and the public at large.
- The panel used an incident that happened in Westminster as the case study.
- In short, the Health Agent wanted to ban the sale of cigarettes in the Town of Westminster. Research had shown that children exposed to the sale of cigarettes in retail establishments are 60+% more likely to smoke than those that were not exposed. The Board of Health asked the Tobacco Control Alliance to draft the policy. Before the BOH had an opportunity to review the policy and discuss it with local businesses the draft was released to the National Association of Tobacco Outlets (NATO). The NATO then made the information public. The publicity from local and national news and social media made it impossible for the BOH to communicate their ideas to the retailers, their constituents, or the Select Board.
- After each panel member discussed the incident from their prospective Will diagrammed how the lack of effective communication impacted the results of the BOH's efforts.
  - 1<sup>st</sup> – The Event: the request to the Tobacco Control Alliance for a draft policy and release of that information before communicating the idea to anyone.
  - 2<sup>nd</sup> – Lack of Communication: No or little communication with the Select Board. No preliminary discussions with the local merchants. No or little communication with the Town Administrator. No public hearings or discussion.
  - Cliques formed: each group took a position based more on public reaction than on content of the idea.
  - Each clique personalized the event – blame was assigned. This personalization halted any further rational discussion and any possibility of moving the initiative forward.
- Some of the thoughts/suggestions that came out of the discussion:
  - Listening and respect are keys to good communication.

- Social media is a very powerful tool. Municipalities should think carefully how they utilize social media, even when used to communicate pertinent information it can often be turned into a negative exchange.
- Even though elected Boards (Board of Health) are independent of the Select Board it does not mean that they work in a vacuum. Often the citizens' perception is that the Select Board has the final say. Though the Select Board does not have final say their opinion carries influence. In short, discussing the need or desire for change and getting input from as many stakeholders as possible before policies are drafted is a better way to build support.
- Shock is identified with rejection. The “shock” of finding out that the BOH wanted to make a change of this magnitude caused the stakeholders to reject the idea without further consideration.

Meeting Adjourned

The meeting closed at 1:40 p.m.

Respectfully submitted,  
Sandra L. Marquis, MAPPO Co-Secretary