

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

**MEETING MINUTES  
October 13, 2010 at Salem Waterfront Hotel in Salem, MA  
Fall Conference**

Officers Present

David Geanakakis, Vice President  
Katharine Sacca, Treasurer  
Mary Delaney, Secretary

Officers Absent

John Story, President

New Members Attending

Robert DeFusco, Haverhill; Holly Bower, Amherst; Sonia Aldrich, Amherst; Kristine Mandeville, Hanover; Joan Preble, Education Cooperative; and Scott Lambiase, Duxbury.

Guests Attending

Deborah Williamson, Kelly Whelan, Brian O'Donnell, Judy Smith, Paula O'Learey

Conference – Opening Remarks

MAPPO Vice-President, David Geanakakis, opened the meeting at 9 am at the Salem Waterfront Hotel in Salem. David explained that MAPPO President John Story expressed his apologies that he was unable to attend today, and we all hope he feels better soon. David then introduced Sheryl Levenson, our host for the Fall Conference. Sheryl welcomed everyone, thanked the hotel staff for their assistance in setting up the conference, and invited guests to enjoy the marina and Pickering Wharf during breaks or following the conference.

Conference – Session One

Sheryl introduced Jocelyn Jones from Attorney General, Martha Coakley's Office who spoke on prevailing wage law. Jocelyn highlighted the need for proper documentation and compliance by contractors, as well as reminding everyone of the OSHA 10 requirement.

Several questions were posed with regard to long-term contracts. Members were encouraged to contact the Division of Occupational Safety with any questions or concerns on the prevailing wage program.

Conference – Session Two

Sheryl introduced Marcia Deegler, Director of Environmental Purchasing, OSD who reviewed various contract opportunities from OSD. Marcia explained that there is a driving demand for "green" purchases due to public concern for environmental/health issues; increased availability of green products and services; and the opportunity to save money since green purchases have become more affordable and competitive.

Marcia also reviewed Executive Order #515 signed by Governor Patrick in October, 2009, which set up an environmental purchasing policy for the Commonwealth, and is voluntary for municipalities. The Executive Order requires consideration of environmental and health impacts when making purchases; identification of opportunities to reduce toxins; specifying EPPs in all contracts; education of staff and setting goals to increase environmentally responsible purchases; and tracking and reporting of such to OSD.

### Conference – Session Three

Sheryl introduced Ellen Bickelman, State Purchasing Agent, who spoke about the new Small Business Purchasing Program created by Executive Order #523. The goal of this order is to focus on support, strength and growth of small business by giving them special consideration in the procurement process. Although the Order applies only to State agencies, Ellen felt it was important for municipalities to know about the program and encourage local small businesses to register for the program.

Ellen then announced that State Contract VEH91 was this year procured using a reverse auction, saving the State and those using the State Contract a significant amount of money. Per ton costs will be published soon.

Ellen explained that included in the Municipal Relief Package was the option for any Chief Procurement Officer to use the “reverse auction” process. Costs associated with a reverse auction are paid for by the willing bidder. State Contract ITS09 is for internet-based reverse auction services and anyone interested may contact Jerry Lighthouse of Advanced Purchasing Technology at 585-247-0618.

Ellen advised members that ODS has been asked by municipalities to develop additional statewide contracts for supplies and services specific to municipalities and not necessarily to State agencies. OSD does not have sufficient resources for this, so they are asking for resources to increase the OSD administrative fee to cover the cost. OSD may be seeking assistance from municipalities to develop such a program.

Ellen concluded by showing members the location of a vendor debarment link near the bottom of the Comm-PASS website for one-stop links to all debarment lists.

### Lunch

Members enjoyed lunch and dessert, while conducting the MAPPO business meeting.

### Business Meeting

David Geanakakis opened the business meeting. He asked Pamela Hagler to update members on the November meeting in Plymouth. Pamela would like to have the meeting at Plymouth Plantation and asked for a vote from members on whether to have “harvest dining” which consists of a 17<sup>th</sup> century meal, or a sandwich buffet. Motion made and duly seconded for the “harvest dining” option. Motion passed.

### Announcements

None

### Minutes

Motion made and duly seconded to approve the minutes of the September 22, 2010 meeting as written. Motion passed.

### Recognitions

None

### Other Business and Member’s Agenda Items

None

### Conference – Session Four

David Geanakakis gave the MAPPO Website Presentation. David explained that the basic website design and layout is complete, but content will need to be added before going “live.” MAPPO will be looking to members to provide content and growth for the website. Some items to be included will be minutes, bid specifications and members-only discussion boards.

### Conference – Session Five

Kelly Whelan, Office of the Inspector General, gave an overview of the changes to public procurement as a result of the Municipal Relief Package. The major changes include: ability to purchase from the GSA (to be explained further on); reverse auctions, out of state collective purchasing, an extension on term limits of leases of town-owned buildings; increase in the threshold for payment bonds; and an increase in the threshold for sound business practices under Chapter 149.

Kelly reviewed the restrictions on purchasing from GSA contracts, which is limited to 4-5 schedules currently open to local governments. Kelly explained that only those contracts that are open to local governments can be used – therefore severely limiting the options for use of the GSA contracts.

Kelly spoke on cooperative purchasing which permits the purchase of supplies from cooperative contracts that have already been procured by another agency. These contracts must have been procured in a competitive process which is open and fair, and must be procured by some type of government agency or political subdivision.

Kelly also touched upon leases of town-owned buildings; payment bond requirements; the new \$10,000 threshold for use of sound business practices; replacement of the exemption for designers on public works construction and putting an exemption in place for architects, engineers and related professionals; and a change on local purchases of agriculture.

### Conference – Session Six

Brian O'Donnell, Office of the Attorney General, and Kelly Whelan, Office of the Inspector General responded to questions from members with regards to a number of procurement related items.

Brian thanked MAPPO members for recognizing Patrick Faherty's retirement and sending their well-wishes. Brian expressed the hope that Patrick will return to the Attorney General's Office in some capacity as his knowledge and presence will be greatly missed.

### Meeting Adjourned

Vice-President, David Geanakakis closed the meeting at 4:15 pm.

Respectfully submitted,  
Mary A. Delaney, MAPPO Secretary