

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

**MEETING MINUTES
April 14, 2010 at Alternatives in Whitinsville, MA
Spring Conference**

Officers Present

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

New Members Attending

None

Guests Attending

None

Conference – Opening Remarks

MAPPO President, John Story, opened the meeting at 9 am at Alternatives in Whitinsville. John then introduced Sandra Marquis, our host for the Spring Conference.

Sandra welcomed the members and introduced Dennis Rice, Executive Director of Alternatives who briefly spoke about the historical significance of the site, and the Alternatives program for adults with special needs.

Attendees were invited to tour the grounds and facilities as they had time throughout the day.

Conference – Session One

Sandra Marquis introduced the panel from the City Solicitor's Association: Carol McGravey, Mark Cerel and John Barrett.

Mr. Cerel spoke on the Green Communities Act. Described as a potential "huge trap," politically financially and practically energy bidding can be difficult to maneuver. Mr. Cerel stated that purchasing agents sometimes can only act as whistleblowers since commonly these contracts are procured outside the purchasing process. Guidance and forms are available on the Department of Energy Resources website at www.mass.gov, search Department of Energy Resources.

Ms. McGravey spoke on energy contracts in general. She stated that the Department of Energy Resources website has a helpful flowchart of applicable laws for energy contracts in Massachusetts. She reviewed the steps necessary for good procurement of an energy contract, including the people in the chain who should be involved. She strongly suggested use of the Inspector General's guidelines and DOER publications. Ms. McGravey explained that the Office of the Inspector General interprets energy to mean electricity and natural gas contracts.

Mr. Barrett provided some pointers in dealing with energy savings contracts, crediting Attorney Karen Myers with providing information from her experience in Worcester. Mr. Barrett said the process is a long, complex and difficult one. A consultant can assist a municipality to navigate the process and stressed developing your own RFQ for energy audits; do not use a boilerplate document. Although municipalities may include an option to use the same company for audit and implementation phase, it is not recommended. He also suggested not using a contract provided by the vendor, because it may contain provisions (such as escape clauses) that hurt the municipality.

Conference – Session Two

Sean Williams from the Public Records Division presented an overview of the Public Records Law and records management. He indicated a revision to the public records retention schedules is due to be released imminently. This schedule should make it easier for municipalities to comply with the public records destruction regulations. Mr. Williams covered requirements for keeping emails, correspondence and other materials, and directed members to use the website at www.sec.state.ma.us/pre/preidx.htm.

Lunch

A buffet luncheon was offered and members enjoyed the amenities at Alternatives, including a lovely patio, art gallery and view of the river.

Business Meeting

John Story thanked Sandra Marquis and Deb Fischer for hosting the meeting; Beverly Sleeper who scheduled all the speakers; Mary Delaney who did the meeting brochure; and Katharine Sacca for producing all the handouts for this conference.

David Geanakakis presented an update for the Website Committee reporting that a sample of the home page has been provided to the Committee. The Committee is now at the content phase, and members should email David with any suggestions for content. Launch is upcoming.

Kathy Sacca presented the Treasurer's report and remarked that she "expects a whole bunch of people to come by the MAPPO booth at STAR... and don't forget to say 'Kath, do you want a break?'"

Beverly Sleeper, representing the Speaker Committee, announced that the guest speaker for May will be State Purchasing Agent, Ellen Bickelman at the STAR Conference. Beverly asked that members submit any questions for Ms. Bickelman in advance.

Beverly Sleeper asked members to email her with suggestions for speakers and/or topics for the coming year, beginning with the September meeting. Beverly can be contacted by email at bsleeper@marlborough-ma.gov.

John Story then added that anyone interesting in hosting a meeting should speak to Mary Delaney, who will be coordinating the meeting schedule for next year.

Announcements

The next meeting will be held on May 4th at the STAR Conference. In order to attend, members must 1) register for STAR and 2) register for the MAPPO meeting.

The Annual Clambake will be held in Gloucester on June 25th, hosted by Gloria Leone. Plans are still being made for some type of tour in conjunction with the Clambake. Please note the date change to the fourth week in June, as our regularly scheduled date was not available. A speaker for this meeting will be announced soon.

Minutes

Motion made and duly seconded to approve the minutes of the March 17, 2010 meeting as written.
Motion passed.

Recognitions

None.

Other Business and Member's Agenda Items

None

Conference – Session Three

Sandra Marquis introduced Joan Matsumoto of the Operational Services Division, and resident Comm-PASS expert, who gave an enthusiastic and energetic overview on the “Quick Quote” process. Joan indicated there are links on the Comm-PASS website for green product procurements. The website address where all statewide contract information can be found is comm-pass@state.ma.us.

Conference – Session Four

Dan Doucette, Chairman of our Legislative Committee, conducted a roundtable discussion regarding the legislative direction the organization wishes to go in. Topics members were interested in pursuing included: qualifications/respect for the position of purchasing agent/chief procurement officer; requirement of municipalities to pay fuel tax; desire to have option of advertising online for bids; thresholds for purchasing which have not been considered in many years; performance/payment bonds; qualifications based selection for non-building work; building contractor prequalification for projects over \$10 million.

Conference – Session Five

Helen Flaster, from the Office of the Inspector General, Brian O’Donnell, from the Office of the Attorney General, and Monica Conyngham from the Massachusetts Department of Transportation were present for a question and answer period with attendees.

Many questions were posed to the three panelists, who provided valuable feedback to members on a variety of procurement and statutory requirements.

Meeting Adjourned

President John Story closed the meeting at 4:15 pm.

Respectfully submitted,
Mary A. Delaney, MAPPO Secretary