

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

**MEETING MINUTES
November 18, 2009 at the Radisson Hotel, Chelmsford**

Officers Present

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

New Members Attending

Suzanne Sutherland and Susan Givens, Masconomet Regional School District

Guests Attending

Paul Cohen, Darlene Lussier and John Sousa of Chelmsford
Michele Kincaid, Cambridge; Patricia Auchard, Franklin Regional COG; and Tish Hayes, Millbury

Business Meeting

John Story, MAPPO President, opened the meeting at 1:00 pm, following lunch.

A moment of silence was observed for member Alida Herring, who passed away in October.

John welcomed everyone and thanked Marian Currier for hosting this meeting.

New members and guests were welcomed.

John then invited Beverly Sleeper, Chairman of the Speaker Committee, to introduce the guest speaker, Kathleen Colleary, Chief of the Bureau of Municipal Finance Law, Division of Local Services. Kathleen reviewed laws pertaining to appropriations and their relationship to the purchasing process. She explained the process for progress payments. Kathleen reminded members of the finance laws against prepayment for goods and services. She informed members that general guidelines are being drawn up for the use of Procurement Cards, and that MAPPO will be included in the review. The guidelines are expected to be released in early 2010. Kathleen explained that many Procurement Cards are available, and municipalities should be sure to choose a provider that offers the best service. She added that it is important to be sure balances are not carried on the account, but paid monthly.

Chris Bradley, Chairman of the Website Committee, was not in attendance. John Story reported that work is continuing and website training should begin soon.

Dan Doucette, Chairman of the Legislative Affairs Committee, spoke on progress with the "dollar one" issue, saying that the item has been attached to several pieces of legislation in the hope that one will be passed. Dan reminded members of the new debarment list issued by the Industrial Accident Division, and that municipalities are not allowed to do business with vendors on this list. It was suggested this would be a good topic for a future speaker or presentation.

Katharine Sacca, Treasurer, presented the Treasurer's report. She reported dues need to be sent in immediately to avoid being removed from the membership list on November 30th. The updated membership list will be distributed in December.

Beverly Sleeper, Chairman of the Speaker Committee, reported that she will be looking for a speaker from the Division of Industrial Accidents, with respect to an earlier agenda item regarding their

debarment list. Beverly also asked for input from members on whether January or February would be better for a speaker on Food Service Management. Beverly can be reached at bsleeper@marlborough-ma.gov.

Beverly Sleeper asked Kelly Whelan of the Inspector General's Office, to give a brief overview of the MCPPO Program. Kelly also reported their office is in process of testing distance learning, and they are in development of an online training program. More details will be released at a later date.

Mary Delaney reported that most email problems have been solved, but asked members to let her know if they are not receiving MAPPO emails regularly.

Dave Geanakakis stated that he will be ordering new badges in December. He asked that anyone needing who does not have one, or anyone with a new title or location, to contact him for a badge.

Announcements

John Story announced details of the Holiday Luncheon to be held on Wednesday, December 16th at Palio's Italian Grille in Lexington. The annual Yankee Swap follows the luncheon.

Minutes

Motion made and duly seconded to approve the minutes of October 21, 2009 as written. Motion passed.

Recognitions

None.

Other Business and Member's Agenda Items

John Story explained that an offer has been made by the Massachusetts Association of School Business Officers (MASBO) to participate in their "Save the Drive" program, which focuses on internet training and webcasts. John will report further at the Holiday Luncheon.

Lisa Higgins of North Attleboro, asked if any communities have "minimum payment" clauses for snow and ice removal contractors. The membership seemed in agreement that a minimum payment clause would not be to the benefit of a city/town. Lisa also asked if members would share contract templates with her, as she is attempting to reorganize and have more solid contracts for her jurisdiction. Lisa can be contacted by email at lhiggins@north-attleboro.ma.us.

Barbara Miller reported that ITT40 will be the first "Quick Quote" to launch from the Comm-Pass system.

Meeting Adjourned

President John Story closed the meeting at 2:15 pm.

Respectfully submitted,
Mary A. Delaney, MAPPO Secretary