

COUNTY OF BARNSTABLE
PURCHASING

DEPARTMENT OF FINANCE

SUPERIOR COURT HOUSE

P.O. BOX 427

BARNSTABLE, MASSACHUSETTS 02630

Phone: (508) 375-6637

Fax: (508) 362-4136

Email:

edavis@barnstablecounty.or

Elaine Davis

Chief Procurement Officer

Cape Cod Purchasing Officials Association

Tuesday,

March 26, 2019

9:00 AM

Commissioner's Meeting Room

Superior Courthouse

Barnstable, MA 02630

Minutes

Members Present: Elaine Davis-Barnstable County, Johanna Boucher- Barnstable, Donna Kalinick-Brewster, Emily Sumner-Brewster, Michaela Miteva- Orleans, Amber Patterson-Barnstable, Ruth Nee-Yarmouth, Sveltana Salemne-Yarmouth, Mona Salmonte-Barnstable, Peggy Nickeron- Steamship Authority, Roby Whitehouse-Yarmouth

Welcome and Introductions, Review of Minutes: Elaine Davis called the meeting to order at 9:00am. Johanna Boucher moved to approve the minutes of January 29, 2019 Sveltana Salemne second. The motion voted was unanimously in favor.

Discussion on CAPPO mission statement, future meetings and nominations/election of officers: Elaine announced that she will be taking early retirement May 15th. She believes that the County will continue procurement but it might be a combined position. The County is aware that procurement services for the towns is an essential item. This would be a good time to review the mission statement and bylaws. Elaine can no longer be president. Currently Johanna is Vice Chair, Donna is Secretary and Robie is the Speaker Committee.

Robie Whitehouse nominated Johanna Boucher for president, Donna Kalinick second; the vote was unanimous in favor. Robie Whitehouse nominated Donna Kalinick as Vice President, Joanna Boucher second; the vote was unanimous in favor. Robie Whitehouse nominated Michela Miteva for Clerk, Johanna Boucher second; the vote was unanimous in favor. Ms. Whitehouse will continue with her work on finding speakers but could use some assistance.

Ms. Boucher asked if it would be okay to move the meetings to the Barnstable town hall starting May 28th. GSA is scheduled already to come and present in May. Ms. Whitehouse suggested some other speakers such as Paul Hebert, Liz Argo from CVEC or Maggie Downey from CLC. It would be good to schedule 3 to 4 meetings in advance. Ms. Whitehouse has a lot of public works speakers for the public works association, such as Calliope Chute from the County. It would be good to have speakers on specific procurement subjects. Ms. Davis said you cannot have the same speaker in a two year period if

you want attendance to count towards MCPPO credit. Ms. Kalinick recently re-certified and sent in all the agendas with the minutes for credits towards her MCPPO renewal. Ms. Boucher also asked if a link could be created from the County procurement website where the CCAPPO documents are housed to her Barnstable procurement website.

Ms. Boucher asked if anyone was redoing their contracts to get rid of the standard engineer language which have a set of exceptions to them and are confusing. Ms. Salemne noted that engineers use software and put their name on it which can be difficult to manipulate versus a word document. Ms. Miteva recently had an issue with a pump station and whether it was 3039M or Ch. 149. She had to redo the bid and it was frustrating. Ms. Whitehouse suggested there should be more uniformity across the various procurement laws. There was a discussion about the new tradesperson contracts and the changes in the state user guides for a lot of their contracts.

Ms. Boucher is going to work on scheduling the IG's office to come do a training on Cape that CCAPPO will host as they did a few years ago; she will look at dates in November. There was a piece on prevailing wage which everyone found helpful. Ms. Boucher mentioned a Blue economy trails grant which involves work on both public and private property around the Cape that she will be working on that will be a complicated prevailing wage issue. Before the next meeting, the bylaws will be sent out for comment.

Upcoming bids, Procurement concerns: The county tradespersons vendors has been updated. They have added some categories and vendors, but on the newer categories, they are not getting enough vendors to add them as they need 3 for each category. For instance, they did not get enough locksmiths. Members will have to try to get vendors for the categories they want. We could look at the state tradesperson list to see who will work in our county. Ms. Boucher did a market basket hardware bid and lumber and those were both successful. Ms. Boucher asked what is going to happen with bids that are upcoming. Ms. Davis is trying to wrap up all the rebids and renewals before she leaves, like the elevator, fuel oil and paper. Ms. Nickerson asked how others checked for purchases under \$1,000. Some are using Munis and can produce purchase orders; some run vendor reports. It is important to get more departments involved in purchasing to monitor spending.

Ms. Boucher moved to adjourn at 10:20am, Ms. Whitehouse second. The vote was unanimous in favor.

Respectively Submitted,

Donna J. Kalinick, Clerk