



Town of Barnstable

Administrative Services
Procurement Office

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Cape Cod Public Purchasing Officials Association

Officers: Johanna Boucher – President; Donna Kalinick - Vice President; Mihaela Miteva - Secretary
Speaker Committee Chair - Roby Whitehouse

MEETING MINUTES

September 24, 2019 @ 9 am, Barnstable Town Hall, Selectmen's Conference Room

Members Present: Johanna Boucher- Barnstable, Donna Kalinick – Brewster, Mihaela Miteva – Orleans, Svetlana Salemme-Yarmouth, Carolyn Carey – Harwich, Sandy Cashen – DYRSD, Terrie Cook – Mashpee, Glenn Cannon – Bourne, Timothy Lydon – Bourne, Roby Whitehouse – Yarmouth, Eric Sussman – Provincetown, Mike Trovato – Wellfleet, Emily Sumner-Brewster, Jennifer Frates – Barnstable County, Elizabeth Braccia – Barnstable County, Amy Lipkind – Cape Cod Collaborative, Carol Coppola – Harwich, Ron Collins – Orleans, Amber Patterson – Barnstable, Elizabeth Verde – Provincetown

Chairwoman Johanna Boucher opened the meeting at 9:00 am

1. Review/Approval of Minutes

Roby Whitehouse moved and Carol Coppola seconded to approve the minutes of July 23, 2019 as printed. The motion passed by unanimous vote.

2. Presentation on Emergency Procurements, Procedures/Best Practices/Lessons Learned

Donna Kalinick, Brewster Asst. Town Administrator gave a PowerPoint presentation on emergency procurement practices according to MGL Chapter 30B and MGL Chapter 30-39M and MGL Chapter 149. Highlights of the presentation included that prevailing wages apply to all emergency procurement. Annual Prevailing Wage Schedule should be on file for non-project specific jobs and can be used in cases of emergency procurement. Kalinick said that CommBuys offers emergency contracts by category. The presentation is attached as part of these minutes.

Johanna Boucher, Barnstable Chief Procurement Officer talked about several cases of emergency procurement and provided sample policies and advised all to adopt similar policies. The sample policies are made part of the meeting minutes.

Roby Whitehouse, Yarmouth Public Works Waste Mgmt. Superintendent talked about the usefulness of having a simulated tabletop disaster event in order to come up with an action plan and be better prepared in case of a real disaster.

3. Introduction – Jennifer Frates, MPP/MCPPO, New Barnstable County - Chief Procurement Officer

Johanna Boucher presented the new Barnstable County Chief Procurement Officer Jennifer Frates. Frates talked about recent changes and updates she had implemented to the web site and web site practices in order to make them more user friendly. She demonstrated the new design and changes online. It was decided that going forward the minutes and meeting agendas will move back to the Barnstable County web site.

The meeting was adjourned at 10:35 am by mutual consensus.

Respectfully submitted,

Michaela Miteva
CCAPPO Secretary