



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

Tuesday, January 28, 2020, 9:00 AM

Barnstable Town Hall, Selectmen's Conference Room

Members Present: Johanna Boucher- Barnstable, Amber Patterson – Barnstable, Donna Kalinick – Brewster, Mihaela Miteva – Orleans, Greg Rounseville - Dennis, Svetlana Salemme-Yarmouth, Carolyn Carey – Harwich, Sandy Cashen – DYRSD, Terrie Cook – Mashpee, George Sala – Bourne, R. Nee – Yarmouth, Griffin Ryder – Harwich, Mimi Bernardo – Brewster, Roby Whitehouse – Yarmouth, Emily Sumner-Brewster, Jennifer Frates – Barnstable County, Elizabeth Verde – Provincetown, Frank Macdonald – Sandwich, Catherine Laurens – Mashpee, Kyle Pedrini – Yarmouth, Peggy Nickerson – Steamship Authority

Welcome and Introductions

President Boucher opened the meeting at 9:00 am and announced her retirement as of November 10, 2020. She also congratulated Greg Rounseville, the new Assistant Town Administrator for the Town of Dennis.

Minority & Woman Owned Business Program Requirements

Johanna Boucher, Chief Procurement Officer/Town of Barnstable gave a presentation on Minority & Woman Owned Business Program required by the State and offered to share the Town of Barnstable Policy with all interested. Chapter 90 projects fall under the MWOB. The MWOB for State projects needs to be reported and recorded.

Barnstable County Trade's Persons Bids

Jennifer Frates gave a PowerPoint presentation and went over the first round of the Trade's Persons bidding. She said that those trades that had no bids will be re-advertised. Frates had examples of Tradesperson Contract and bidding.

Special Election of Officers

President Boucher said that last year she had agreed to serve as a president for a year, and with her upcoming retirement, there is a need for a special election of officers. Discussion ensued. Kalinick said that she would like to give up the Vice-President position due to work obligations and would not be interested in being a president, but would like to continue as a training instructor.

Boucher moved and Miteva seconded to elect Jennifer Frates as President of CCAPPO for a three-year term. The motion passed unanimously.

Kalinick moved and Boucher seconded to elect Amber Patterson as a Vice President for a three-year term. The motion passed unanimously.

Mihaela Miteva will continue as a CCAPPO secretary. Roby Whitehouse will continue as a Speaker Committee Chair.

Review & Approval of Minutes (September 24, 2019 and November 6, 2019)

Patterson moved and Kalinick seconded to approve the minutes of September 24, 2019 as printed. The motion passed unanimously.

Whitehouse moved and Rounseville seconded to approve the minutes of November 6, 2019 as printed. The motion passed unanimously.

General Procurement Discussion / Speaker suggestions or topics

Kalinick said that there should be an additional training just on Prevailing Wages Law, due to its complexity. Rounseville offered to put together a list of exempt from PW, and said that he is working on updating the procurement manual for the Town of Dennis. Once ready, he will share it with the group.

Adjournment

Having no other business to discuss, the meeting was adjourned at 10:06 by mutual consensus.

Respectfully submitted,

Mihaela Miteva
CCAPPO Secretary

