CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
APRIL 28, 2015

APPROVED

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SELECTBOARD MEMBERS: Lane Morrison, Chair; Fritz Tegatz, Matthew Krasnow, Carrie Spear. ABSENT: Jacob Spell.
ADMINISTRATION: Dean Bloch, Town Administrator.
OTHERS: Peter Trono.

ITEMS TAKEN UP:

- 4:00 PM Purchasing Policy work-session. Discussion only

CALL TO ORDER
Mr. Morrison, Chair, called the meeting to order at 4:06 p.m.

PURCHASING POLICY WORK-SESSION. Discussion only
Mr. Morrison reported that the Selectboard would work with a single official base-line draft titled "Dean Edit, dated (with date inserted)". There were too many 'edited/revised' draft purchasing policies emailed by various parties, which was confusing the process, said Mr. Morrison.

REVIEW OF THE DRAFT PURCHASING POLICY, "DEAN EDIT, DATED 04/20/2015"

- Line 5 - replace the word "provide" with "while allowing"'
- Line 6 - insert the words "to be provided" between the words " services" and "in"; delete the word "while";
- Line 7 - replace "Department Head" with "Purchasing Agent"; add "Town Official" and "Designee";
- Line 11 – replace the words "department heads" with supervisor";
- Lines 12-13 – Delete the last sentence "Chairpersons…";
- Line 15 - delete the word "elected"; insert the words "or employee" between "official" and "to", add "…, or Designee." after "Agent" and delete the rest of the sentence starting with "and it may…".
- Line 18 – rewrite as follows: "A) INCIDENTAL PURCHASE: DEFINITIONS"
- Line 19 – rewrite as follows: i) Goods or services costing less than $1,000 within a 1 year period.
- Line 21 – rewrite as follows: ii) Incidental Purchases may be made without…" ;
- Line 22 - Replace the words "should be solicited." with "are encouraged." ;
- Line 23 – rewrite as follows: "B) REGULAR PURCHASES: DEFINITIONS

- Line 24 - rewrite as follows: "i) Goods or services costing between $1,000-$5,000 within a 1 year period."
- Line 25-28 - rewrite as follows: "ii) For…", and replace the word "may" with "shall"; replace the word "Three" with "III", replace the word "Four" with "IV" and replace the word "Five" with "V";
- Line 29 - rewrite as follows: C) MAJOR PURCHASES: DEFINITIONS
- Lines 30-32 - rewrite as follows: "i) Goods or services…"; replace the word "Five" with V";
- Line 73 – re-format as "v) Bidders…" and "vi) Bidders…";
- Lines 75-76 – replace "his/her" with "their"; delete the word "undisclosed";
- Line 77 - rewrite as follows: "D) BID OPENING";
- Line 79 – correct typo "of" as "or";
- Line 82 – insert "or Designee" between the words "Agent" and "may";
- Line 84 - rewrite as follows: "E) CRITERIA FOR BID SELECTION";
- Line 87 – insert the words "schedule for completion and" between the words "Bidder's" and "ability";
- Line 94 – delete the word "that";
- Line 95 - rewrite as follows: "…project, service and/or product."
- Line 97 – re-format as "ii)..", replace "his/her" with "their";
- Line 99 - re-format as "iii)..";
- Line 102 - rewrite as follows: "F) CHANGE OF SCOPE";
- Line 103 - re-format as "i)..",
- Line 104 – insert the word "known" between the words "all" and "bidders, replace the word "prospective" with "known", and add to the sentence end "…and advertise as appropriate."
- Line 106 – re-format as "ii)…"
- Line 107 – rewrite as follows: "…or purchase), but before…";
- Lines 108-109 – delete "…, or request a revised bid from a preferred bidder…";
- Line 110 - rewrite as follows: "G)…";
- Line 111 - re-format as "i)…", and delete the first sentence.
- Line 112 – delete the words "…/Agreement or…";
- Line 114 - rewrite as follows: "H)…";
- Lines 115-117 – rewrite as follows: "i) Once a bid has been accepted, if changes become necessary, the Purchasing Agent, or Designee, will define the change and cost of the change. The Purchasing Agent and the selected bidder will sign the change order upon agreement."
- Line 118 - rewrite as follows: "I)…";
- Line 124 – replace the word "FIVE" with "V";
- Line 125 and Line 139 – replace the word "sole" with "single";
- Line 149 - replace the word "SIX" with "VI";
- Line 152 - replace the word "SEVEN" with "VII";
- Line 156 - replace the word "EIGHT" with "VIII";
- Line 163 - replace the word "NINE" with "IX";

- Line 164 – replace the word "shall" with "may", delete the words "…the vendor to provide..", and replace the word "and" with "or";
- Line 166 – replace the words "bid acceptance" with "purchase/service agreement";
- Line 167 – delete "POLICY EFFECTIVE"
- Line 168 – correct typo "Selectboard".

NEXT STEPS:

- Staff to create definitions (line 7).
- Staff and Mr. Krasnow to collaborate on a formatting styles.
- Staff to research purchasing major restrictions and capital purchases – do they require a Town wide vote, or Selectboard approval.
- Distribute copies of the official draft Purchasing Policy, "Dean Edit, dated 04/28/2015", for review by the committee of ten by Friday, May 1, 2015.
- Schedule a meeting of the committee of ten that included the 5 Selectboard, 3 Town Auditors, Town Clerk/Treasurer and Town Clerk Assistant for Tuesday, May 5, 2015, at 4:00 p.m.
- Review of a revised draft Purchasing Policy, "Dean Edit, dated 05/01/2015"
- Schedule a public hearing to gather input.
- Send a draft Purchasing Policy "Dean Edit, dated (insert date)" to the CPA consultant for comments.

ADJOURNMENT
MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to adjourn the meeting.
VOTE: 4 ayes, 1 absent (Mr. Spell); motion carried.

The meeting was adjourned at 6:25 p.m.

Minutes respectfully submitted, Kathlyn L. Furr, Recording Secretary.