

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MAY 5, 2015**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Fritz Tegatz, Matthew Krasnow, Carrie Spear, Jacob Spell.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Peter Trono, Christina Booher, Jason Pidgeon, Mary Mead, Jenny Cole, and others.

ITEMS TAKEN UP:

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

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 4:04 p.m.

PURCHASING POLICY WORK-SESSION. Discussion only

Mr. Morrison reviewed a process regarding updates to the Selectboard official base-line draft titled “Dean Edit, dated 04/28/2015”. Revisions to the 05/05/2015 draft would be e-mailed to Town employees for feedback, followed by a schedule public meeting, and a final draft sent to the CPA consultant for review/comments, said Mr. Morrison.

REVIEW OF THE DRAFT PURCHASING POLICY, “DEAN EDIT, DATED 04/28/2015”

- Line 2 – add the words “Updated by:” and add all revision dates for continuity (03/20/2015, 04/20/2015, 04/28/2015, 05/05/2015...)
- Line 4 – delete the words “...that will”
- Line 5 – change the tense to “promoting”
- Line 6 – add “This Policy shall apply to all purchases of goods and services by the Town of Charlotte, Vermont except where conditions of state or federal funding, grants, gifts or bequests dictate otherwise.”
- Lines 8-9 – delete
- Lines 11-13 – rewrite as follows: “A) PURCHASING AGENT: The Purchasing Agent shall be the Selectboard, Department Head, Committee Chair, or Supervisor. The Purchasing Agent has the authority to delegate its authority to a designee.”
- Lines 15-25 – delete
- Lines 27-32 – delete
- Lines 34-36 – move to Line 39 below SECTION III: PURCHASE CATEGORIES
- Line 43 – insert “by a Purchasing Agent” between the words “made” and “without”
- Line 48 – delete “within a 1 year period.”

- Line 50 – change the word “Designee” to “designee”
- Line 51 – delete “described in” and add “(Section V)”
- Line 52 – delete the word “see”
- Line 56 - delete “within a 1 year period.”
- Lines 58-59 – rewrite as follows: “Major Purchases may only be made by the Selectboard and must comply with the Bid Process (Section V) unless a single source has been approved by the Selectboard (Section VI), or is on the preferred Vendor List.”
- Line 67 – insert “and/or” between “correspondences” and “a copy”; delete “the Purchase Agreement or Service Agreement, and invoices” replace with “the agreement(s).”
- Line 74 – replace “Purchasing Agent” with “Selectboard, or designee.”
- Line 75 – insert “The Town of Charlotte is tax exempt.”
- Line 83 – insert “the cost of labor” between “the” and “hourly rate”; replace the word “and” with “plus the cost of material percentage markups”; delete “(if knowable)”
- Line 84 – replace the word “holdback” with “retention”
- Line 88 – insert “may be required” between “form” and “to be”; replace “Purchasing Agent” with “Selectboard”
- Line 92 – delete
- Line 106 – replace “Town Purchasing Agent” with “Selectboard”
- Lines 125-130 – rewrite as follows: “Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Selectboard, or designee at a Selectboard meeting. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unity price contracts, the unit price for each item and the total.”
- Line 133 – replace the word “may” with “shall”
- Line 159 – delete “as indicated in” and rewrite “(Section V, Subsection B)”
- Line 163 – replace “Purchasing Agent” with “Selectboard”
- Line 166 – rewrite as “AGREEMENT”
- Lines 168-170 – rewrite as follows: “Following bid selection, the Selectboard will create a contract or Letter of Agreement to be signed by both parties.”
- Line 173 – replace “has been” with “is”; replace “Purchasing Agent” with “Selectboard”
- Line 174 - replace “Purchasing Agent” with “Selectboard”
- Line 181 – delete “Purchase”; and replace “or Service Agreement” with “and/or other agreement documents”
- Line 185 – replace the “.” with “.”
- Line 187 – insert “bid” between “Town’s” and “requirement(s)”
- Line 191 – replace the words “excellent past” with “historical”
- Line 200 - replace “Purchasing Agent” with “Selectboard”
- Line 213 - replace “Purchasing Agent” with “Selectboard”
- Lines 216-218 – rewrite as follows: “All invoices shall be submitted by the Purchasing Agent to the Treasurer’s Office and will include:

i Cost of goods and services incurred before June 30th shall be submitted to the Treasurer's Office and shall be expensed to that fiscal year due to the Town of Charlotte's Modified Accrual Accounting System;

ii A duly executed W-9 form upon procurement of services. If no W-9 form is filed, then no payment will be made."

- Line 220 – delete “soliciting or”
- Lines 222-223, 1st sentence - delete “purchase agreement or service agreement is” and replace with “an agreement is”; 2nd sentence – replace “purchase agreement or service agreement” with “agreement”
- Line 125 – delete “of any value whatsoever.”
- Lines 229-232 – replace with the following: “The Town of Charlotte requires all vendors that provide personal services, i.e. labor for the Town to provide a valid Certificate of Insurance that names the Town as an additionally insured. Minimally, the Town requires \$500,000 per incident and \$1,000,000 overall coverage. Higher limits may be required by the Selectboard, or designee for high hazard exposures (for example, fireworks displays). Ensure the Certificate of Insurance is valid for period of time the successful bidder performs the work. Besides informing vendors of the Town's insurance requirements, it is not necessary to confirm insurance coverage when soliciting quotes or bids.

Any Sole proprietor (no employees) hired shall be required to sign a Non-Employee Work Agreement and will be required to sign a Hold Harmless Agreement or provide a Certificate of Insurance for Workman's Comp. Contractors with employees will need to provide a Certificate of Insurance for Workman's Comp.”

NEXT STEPS:

- Staff to create a Preferred Vendor List.
- Create a unique policy for the Charlotte Road Commissioner.
- Mr. Krasnow would e-mail any changes to lines 216-218 to staff.
- E-mail a revised draft Purchasing Policy, “Dean Edit, dated 05/05/2015” to Town employees for feedback.
- Schedule a public hearing to gather input.
- Send a draft Purchasing Policy “Dean Edit, dated (insert date)” to the CPA consultant for comments.

OTHER BUSINESS

The Selectboard members signed a Highway Access Permit (HAP-15-03) document.

ADJOURNMENT

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 6:55 p.m.

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

