



MEMORANDUM

TO: MIRA Policies & Procurement Committee

FROM: Moira Kenney, HR Specialist/Board Administrator

DATE: October 3, 2014

RE: Notice of Special Telephonic Meeting

There will be a special telephonic meeting of the **Policies & Procurement Committee** of the Materials Innovation and Recycling Authority's Board of Directors on **Fri. October 10, 2014** at 10:00 a.m. in the Board Room at 100 Constitution Plaza, CT 06103.

The purpose of this meeting will be:

1. Pledge of Allegiance
2. Public Comment
3. Approval of Minutes of the September 11, 2014, Regular Committee Meeting (*Attachment 1*).
4. Discussion Regarding Constitution Plaza office lease and options following expiration of the current lease term (*Attachment 2*).
5. Executive Session to discuss pending litigation, trade secrets, personnel matters, security matters, pending RFP's and feasibility estimates and evaluations.
6. Informational
 1. Report on vendors exceeding \$50,000 on cumulative contracts, as required by CRRA's Procurement Policy (*Attachment 3*).
 2. Report on purchases that are considered exceptions to the competitive process pursuant to CRRA's Procurement Policy (*Attachment 4*).
 3. Report on Legal Requests for Services (*Attachment 5*).
7. Such other items that may properly come before the Committee.