

**Policies & Procurement Committee**  
**Sept. 12, 2013**  
**Regular Telephonic Meeting Draft Minutes**

Members Present by phone:           Committee Chairman John Adams  
  Vice-Chairman Richard Barlow  
  Joe MacDougald

CRRA Staff Present:                   Tom Kirk, President  
  Peter Egan, Director of Environmental Affairs  
  Laurie Hunt, Director of Legal Services  
  Roger Guzowski, Contracts and Procurement Manager  
  Moira Kenney, HR Specialist/Board Administrator

Others present: Jim Sandler, Esq., Sandler & Mara; Edward Spinella, Esq.

Committee Chairman Adams called the meeting to order at 11:05 a.m. and noted that a quorum was present.

Committee Chairman Adams noted there were no members of the public present which cared to speak during public comment, and said the regular meeting would commence.

**1.     APPROVAL OF MINUTES OF THE JUNE 27, 2013, SPECIAL POLICIES & PROCUREMENT COMMITTEE MEETING**

Committee Chairman Adams requested a motion to accept the minutes of the Special June 27, 2013, Policies & Procurement Committee meeting. The motion to approve the minutes was made by Director MacDougald and seconded by Vice-Chairman Barlow.

The motion to approve the minutes was approved unanimously by roll call.

**2.     APPROVAL OF MINUTES OF THE JULY 11, 2013, POLICIES & PROCUREMENT COMMITTEE MEETING**

Committee Chairman Adams requested a motion to accept the minutes of the July 11, 2013, Policies & Procurement Committee meeting. The motion to approve the minutes was made by Vice-Chairman Barlow and seconded by Director MacDougald.

The motion to approve the minutes was approved unanimously by roll call.

**EXECUTIVE SESSION**

Committee Chairman Adams requested a motion to enter into Executive Session to discuss trade secrets. The motion made by Director MacDougald and seconded by Vice-Chairman Barlow was

approved unanimously. Committee Chairman Adams requested that the following people remain for the Executive Session, in addition to the Committee members:

Tom Kirk  
Mark Daley  
Laurie Hunt  
Peter Egan

The Executive Session commenced at 11:09 a.m. and ended at 11:55 a.m. Committee Chairman Adams noted that no votes were taken.

The meeting was reconvened at 11:55 a.m., the door was opened, and the Board secretary and all members of the public were invited back in for the continuation of public session.

### **INFORMATIONAL**

Vice-Chairman Barlow asked why there is not a competitive market for the purchase of fuel for CRRA vehicles. Mr. Egan explained CRRA's contract with MDC (which ended in 2011), included maintenance for all but four of the CRRA vehicles, including fueling. He said when the MDC contract ended CRRA had an additional eight to ten vehicles to maintain (as they were formerly maintained by MDC) in addition to the four they were currently maintaining.

Mr. Egan said the four CRRA vehicles were maintained with a Ford dealer under a State contract with a Shell gas card for fuel. He said the gas card was used for twelve years. Mr. Egan said when the MDC contract ended CRRA began using Interstate Ford in South Meadows for the full CRRA fleet of vehicles. He said for transition ease CRRA stayed with Shell as there is a fueling station in South Meadows, where most of the vehicles return at the end of the day. Mr. Egan said CRRA has a program with a credit card on file and utilizes a system with built in security provisions.

Mr. Egan said gas pricing is substantially the same from month to month. Vice-Chairman Barlow asked if CRRA purchases the gas at one station or uses Shell gas stations overall. Mr. Egan replied both. He explained the majority of the gas is purchased at the South Meadows station however the pool vehicles use Shell stations across the State.

Mr. Guzowski said CRRA management took a cursory look into other fuel options. He said there is only one other gas station in the South Meadows area which was convenient and comparable to the Shell station. Mr. Guzowski said the other options did not add any convenience or cost savings. Vice-Chairman Barlow asked if CRRA receives a discount or tax break on the fuel. Mr. Guzowski replied yes. He said CRRA does not pay taxes on the fuel and receives a volume discount from Shell for the fuel purchased.

### **UPDATE ON THE EXCEPTIONS REPORT**

Mr. Guzowski explained that through a processing issue with E-procurement the exceptions report pulls every line from a purchase order. He explained if there are multiple lines for the same activity at multiple facilities, like for example the Sonitrol purchases, there are different lines due to the different facilities.

Mr. Guzowski said all of CRRA's requisitions get routed through an approval process within E-Procurement. He said the report from E-Procurement tracks that approval process and not the end result. Mr. Guzowski said if a change order is done before the approval of the PO is made it appears on the report as the original PO entered and duplicate entries can also be seen. He said as CRRA's version of E-procurement is customized fixing this glitch would be extremely costly. Mr. Guzowski noted that the multiple entries are typographical only, and only one purchase order is approved and approved against.

## **ADJOURNMENT**

Committee Chairman Adams requested a motion to adjourn the meeting. The motion made by Vice-Chairman Barlow and seconded by Director MacDougald was approved unanimously by roll call.

The meeting was adjourned at 12:08 p.m.

Respectfully submitted,

Moira Kenney  
HR Specialist/Board Administrator