

**Policies & Procurement Committee**  
**July 10, 2014**  
**Regular Telephonic Meeting Draft Minutes**

Members Present by phone:           Committee Chairman John Adams  
  Vice-Chairman Barlow (present by telephone)  
  Ralph Eno (present by telephone)

CRRA Staff Present:                   Tom Kirk, President  
  Mark Daley, Chief Financial Officer  
  Peter Egan, Director of Operations and Environmental Affairs  
  Laurie Hunt, Director of Legal Services  
  Chris Shepard, Environmental Engineer  
  Moira Kenney, HR Specialist/Board Administrator

Also Present:                           Doug Pelham, Esq., Brown Rudnick; Jim Sandler, Esq., Sandler  
  & Mara; Ed Spinella, Esq.

Committee Chairman Adams called the meeting to order at 10:40 a.m. and noted that a quorum was present.

Committee Chairman Adams noted there were no members of the public present who wished to address the Committee and said the regular meeting would commence.

1.     **APPROVAL OF MINUTES OF THE JUNE 12, 2014, REGULAR POLICIES & PROCUREMENT COMMITTEE MEETING**

Committee Chairman Adams requested a motion to accept the minutes of the Regular June 12, 2014, Policies & Procurement Committee meeting. The motion to approve the minutes was made by Director Eno and seconded by Director Adams.

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

2.     **REVIEW AND RECOMMEND RESOLUTION REGARDING MATERIALS INNOVATION AND RECYCLING AUTHORITY ADOPTING AN AMENDMENT TO SECTION 5.3.1 OF THE AUTHORITY'S PROCUREMENT POLICIES AND PROCEDURES**

Committee Chairman Adams requested a motion on the above referenced matter. The motion to approve was made by Director Eno and seconded by Chairman Adams.

**RESOLVED:** That the Board of Directors hereby adopts the following revisions to the Authority's Procurement Policies and Procedures (the "Policy"), amending and restating in its entirety Section 5.3.1 of the Policy, Professional or Technical Services, Definition;

### 5.3.1 Definition

Professional or Technical Services include, but are not limited to, legal, accounting, insurance brokerage, surety bonding, executive recruitment, auditing, architectural, engineering, public relations, financial advisory, management consulting, bond underwriting, system management, facilities management, telecommunications, security and lease services.

Mr. Kirk said this resolution is for a straight forward clarification of what the original intent of the creators of the policy and procurement plan intended. He explained it was to insure MIRA's brokerage services (as opposed to insurance) would be subject to the restrictive bidding requirements. Mr. Kirk said this change clarifies that language so as MIRA is in compliance with the policy as it moves forward with its anticipated adoption of a new insurance policy in the July meeting.

Chairman Adams asked if the wording makes this more restrictive. Mr. Kirk said he believes it is identically restrictive however the intent is more clear. Ms. Hunt agreed. She said the brokerage services are professional services in connection with the statutory requirement.

Mr. Kirk said the clarification allows the Board to make prudent decisions concerning insurance which may or may not benefit from repeated market checks. Director Eno said that concept is similar to the changes for bond underwriting as well.

The motion previously made and seconded was approved by roll call.

### **INFORMATION**

Committee Chairman Adams said the Informational Section had been thoroughly reviewed and discussed.

Mr. Kirk said the jet fuel item will return to the Board for approval at the next meeting.

### **EXECUTIVE SESSION**

Chairman Adams requested a motion to enter into Executive Session to discuss pending litigation. The motion made by Director Eno and seconded by Chairman Adams was approved unanimously. Chairman Adams requested that the following people remain for the Executive Session, in addition to the Committee members:

Tom Kirk  
Mark Daley  
Laurie Hunt, Esq.  
Peter Egan

The Executive Session commenced at 10:45 a.m.

The meeting was reconvened at 11:15 a.m., the door was opened, and the Board secretary and all members of the public (of which there were none) were invited back in for the continuation of public session. Chairman Adams noted that no votes were taken.

**ADJOURNMENT**

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

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Moira Kenney  
HR Specialist/Board Administrator