

**Ad hoc Committee on Responsible Contracting  
Friday, September 12, 2014  
Council Chambers, Beck Municipal Building**

**Minutes**

Members Present: Toni Moran (Chair), Elizabeth Wassmundt, Elizabeth Paterson

Other Council Members Present: Steve Kegler, Alex Marcellino

Staff Present: Matt Hart, Town Manager; Attorney Kevin M. Deneen, Jessie Shea, Acting Secretary

The meeting was called to order at 9:00 am.

1. MINUTES

The minutes of July 11, 2014 were moved by Paterson and seconded by Wassmundt. The minutes were unanimously approved as presented.

2. PUBLIC COMMENT

None.

3. DISCUSSION ON RESPONSIBLE CONTRACTING ORDINANCE

- *Topics for Further Discussion (Town Attorney Feedback on Procurement Ordinance:*

Town Attorney Kevin M. Deneen summarized his 9/10/14 memo regarding the purchasing ordinance and noted the difficulty in challenging the term “fair and equitable”.

Wassmundt MOVED, Paterson seconded, that the Committee prepare a report to the Town Council detailing the extensive review we have conducted with a short summary, and then listing a recommendation that the town staff incorporate this type of review to the existing bidding process under the existing purchasing ordinance. MOTION PASSED UNANIMOUSLY.

- *Committee Wrap-Up.* To be discussed at next meeting.
- *Recommendations to Town Council.* It was agreed that Hart and Moran would work on a draft and bring back to the Committee for acceptance prior to sending it to the Town Council.

The meeting adjourned at 9:40am.

Respectfully submitted,  
Jessie L. Shea, Acting Committee Secretary  
Town of Mansfield