

**Ad hoc Committee on Responsible Contracting
Friday, April 11, 2014
Council Chambers, Beck Municipal Building**

Minutes

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

Other Council Members Present: Steve Kegler, Paul Shapiro

Staff Present: Maria Capriola, Assistant Town Manager, Matt Hart, Town Manager, Cherie Trahan, Finance Director, John Carrington, DPW Director/Town Engineer, Eric Ohlund, Clerk of Works, Mike Ninteau, Director of Building & Housing Inspections, Fran Raiola, Deputy Chief/Fire Marshal, Curt Hirsch, Zoning Enforcement Officer

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

1. MINUTES

The minutes of March 14, 2014 were moved by Paterson and seconded by Wassmundt. The minutes were approved as presented with Paterson and Moran voting in favor and Wassmundt abstaining.

2. INVITED GUEST SPEAKERS

Diane Nadeau from the Windham Chamber of Commerce presented data on Windham and Tolland Counties such as number of construction industry employees, number of construction companies, dollar value of wages for those employees, and average salary per employee. She also commented on the value of keeping dollars local when feasible.

Staff presented on the bid, procurement, and inspection process for Town projects, code inspections/enforcement of private projects, and scope of authority of Town staff. The slide presentation which details the topics discussed will be posted as supplemental materials to the meeting.

3. DISCUSSION REGARDING RESPONSIBLE CONTRACTING ORDINANCE FOR MANSFIELD

Local preference in procurement (contractors and employees) was discussed. Staff has been asked to draft concepts re: what "local preference" could look like in the procurement process.

4. FUTURE AGENDA ITEMS

- Minimum wage requirements for local public projects in excess of state and federal law
- Local preference in procurement (contractors and employees)
- Wrap-up and recommendation to the Council

5. PUBLIC COMMENT

None.

The meeting adjourned at 10:45am.

Respectfully submitted,
Maria E. Capriola, Assistant Town Manager
Town of Mansfield