

A meeting of the Purchasing Committee of the Board of Finance was held on February 11, 2010 in the Purchasing Conference Room, 2nd Floor, City Hall. The following were in attendance: Committee members Mark Peterson, Chair; Paul Tonon and Richard Miecznikowski. Also present was Roger Rousseau, Purchasing Agent and Dave Mills, Councilman.

The meeting was called to order at 8:00 a.m.

1. Review and discuss methods for disposal of surplus materials and take any action as necessary.

City Council gave the directive to dispose of surplus City materials. The City's Purchasing Manual states the options for disposal of assets greater than \$5,000 that have no other use by City department are to be traded in, sold through a surplus sale or discarded/disposed. Three potential disposal methods have been identified to discard of the items including sale at live auction, sale via online auction or a surplus sale.

Departments have submitted a list of items to Purchasing and Roger has put together a basic list. The City did a live auction for surplus items in the Center Mall. Various items were sold such as shelving and kiddie rides through the auction. Councilman Dave Mills had suggested using a method similar to Ebay. Roger stated there are other websites such as govdeals.com and publicsurplus.com that the City may want to look into. Rich Miecznikowski asked if these companies operate on a percentage. Roger stated govdeals.com charges 8% of the sale price. Mark Peterson requested the buyer would need to pay for the shipping of the item. Roger discussed the City issuing a RFP and then the Committee can meet to go over the results and decide how to proceed.

Dave Mills discussed his conversations with Vince Jennetta a teacher a Memorial Boulevard. The original idea stemmed from Dave and Vince's conversations. Roger was unsuccessful with obtaining information from the Board of Education, but Dave has sat down with Dr. Streifer and he is on board. Dave discussed Bingham school closing and the opportunity that exists to inventory and dispose of the assets in the building. Bingham was also discussed as a centralized location to store the items during the process.

Roger reviewed previous items the City had disposed. Recently, the Mayor recommended Roger try a new method for selling police cars. The cars were stripped of any useable materials and then brought to an auction facility in New Haven. The City received a similar price as it did in the past. The market for older crown victoria police cars has changed since the New York City cab market no longer takes them.

Rich asked how much participation there was among the City departments. Roger stated he was given items from different departments that are no longer used, but there may be more items out there.

Roger will seek proposals and look for companies which offer the lowest fees with the most return. The information will be presented to the Committee to review and move forward with. Vince from the Board of Education will be invited to the next meeting. The new member of the Board of Finance will also be a member of the Committee. Roger also suggested a member of the Board of Education administration team be present to coordinate the Board of Education's side. Mark Peterson questioned what Roger thought would be the time line going forward. Roger stated he will gather the information over the next couple weeks, the Committee can meet before the March Board of Finance meeting and the process may be able to begin in April. Paul stated once the process is in place there will be a method for future disposal.

2. Adjournment.

Rich Miecznikowski made a motion to adjourn at seconded by Paul Tonon. The meeting was adjourned at 8:30 a.m.

Respectfully Submitted,

Mark Peterson/jam

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