

## **Purchasing Committee Meeting September 28, 2010**

A meeting of the Purchasing Committee of the Board of Finance was held on September 28, 2010 in the 1<sup>st</sup> Floor Meeting Room of City Hall. The following were in attendance: Committee members Robert Casar and Robert Vojtek. Also present was Roger Rousseau, Purchasing Agent.

The meeting was called to order at 6:05 p.m.

### **1. Review development of guidelines for provision of personal services by individuals and take any action as necessary.**

Roger presented the committee with internal guidelines to confirm status of an individual as an independent contractor; included with the guidelines is a form to be completed by departments, confirming that they have reviewed IRS guidelines in their determination.

Roger also presented the Committee with an independent contractor form (which the person providing the services to the City would have to sign). The form was reviewed by Corporation Counsel and shared with the Board of Education, Personnel and Parks and Recreation. Corporation Counsel had recommended the addition of the following statement on the contractor form: "I further certify that work performed under this contract to the City of Bristol as a sole proprietor does not contribute to eligibility for receipt of benefits through unemployment insurance." This would exclude the services provided, as listed on the form, from consideration as contributions toward any unemployment claims.

The Committee discussed snowplowing operations, discussing insurance requirements for a snowplow contractor and how it relates to these guidelines. The committee recommended inclusion of a line in the insurance requirements section that snowplowing operations were excluded from the insurance requirements listed in these guidelines, since those operations have their own specific requirements approved by the Insurance Committee and Board of Finance.

Robert Vojtek made a motion, "To accept the recommendations of the Purchasing Agent and to implement the Personal Services Guidelines for Independent Contractors effective October 15, 2010 and to refer to the Board of Finance for approval."

Motion approved.

### **2. Adjournment.**

Robert Vojtek made a motion to adjourn at 6:20 p.m.

Respectfully Submitted,

*Robert Casar/jam*  
Robert Casar