

...Various Goings On

- Facilities brought in a truck-based paper shredding service for documents which had exceeded required storage dates.
- Roads & Streets conducted routine Spring pothole repairs.
- A contractor, Tennant Tree Services, worked on street tree trimming.
- A 200-ton salt order will be placed despite the mild winter in order to meet a minimum contract obligation.

Save the Date: April 28

Groton will mark

ARBOR DAY

with a Thrive55+ celebration & **PLANTING of four new trees:**

*an Armstrong Maple,
Bosque Elm, Eastern Redbud, &
Japanese Snowbell*



Behind the Scenes with **Lori Hipsky**

Meet Lori, Project Management Specialist, whose focus is contract administration. Lori prepares and reviews service agreements and construction contracts, checks the accuracy and completeness of plans and specifications, Performance and Payment Bonds, plus Certificates of Insurance. This is very detail oriented work and important since even small errors can have a large impact in contracting. She also processes and tracks consultant invoices, and manages 'LoCIP authorization'. LoCIP or "Local Capital Improvement Projects," is a State program which, each March, offers municipalities the opportunity for state funds to help pay for public improvements such as sidewalk repair or public buildings. Lori makes sure Groton puts its best foot forward in the process.

TOWN CONTRACTING In all buying, Town employees must follow the guidelines set forth in the Purchasing manual issued by the Town's licensed Purchasing Agent Karl Klein. This policy document provides "a systematic approach to procuring quality materials and services at competitive prices in a timely manner." The manual details use of requisitions, purchase orders, invoicing, authorizations, contracts, and other topics. The volume and complexity of Public Works efforts warrants we have a staff person with specialized knowledge to help draft, proof, and manage contracts. *That is Lori!*

What is a Master Service Agreement vs a Professional Service Agreement?

Master Service Agreements are associated with Task Orders and offer more flexibility. They are generally 3 years long, used for "on-call services" with engineers or architects, and are the result of an "RFQ" or *Request for Qualifications* process. This is for smaller projects that need added expertise but are not large or expensive, so a simpler approach is appropriate.

Professional Service Agreements, on the other hand, are to hire **Consultants**. This is for **non-routine work** with the length of agreement depending on the budget, size, & scope of the project. These contracts take longer to source and execute., with contractors selected based on their expertise relative to the specific project.

Find all contracts and purchases which are "Out for Bid" **under the Business tab** on the Town website.