

**FINANCE COMMITTEE
LEWISTON, MAINE**

**Minutes of
January 14, 2013**

PRESENT: Michael Marcotte, Robert Reed, Stavros Mendros, Councilor Doreen Christ and Councilor Mark Cayer.

ABSENT:

OTHERS PRESENT: Director of Budget/ Purchasing Norman Beauparlant.

Meeting was called to order at 5:15 p.m. by the Clerk.

At this time, it was noted by the Clerk that Mr. Robert Reed had been appointed by Mayor MacDonald to serve on the Finance Committee.

The Clerk called for nominations for Finance Committee Chairperson for the ensuing year.

On motion of Mr. Cayer, seconded by Ms. Christ it was

VOTED:

(001-2013) To nominate and elect Mr. Mendros as Chairman of the Finance Committee for the ensuing year. No other nominations were made and Mr. Mendros was elected.

VOTE: 5-0

On motion of Mr. Marcotte, seconded by Mr. Cayer it was

VOTED:

(002-2013) To approve the minutes of the previous meeting dated December 17, 2012 and to accept and place them on file as presented by the Clerk.

VOTE: 3-0-2

Mr. Mendros and Mr. Reed abstained

At this time, the Purchasing Director presented the Rules of the Finance Committee as adopted in 2012 noting the major change to the rules had been in the award of contract section of the Rules. Mr. Marcotte and Mr. Reed expressed concern with Section A-4 of the contract award process. Specific concern was with the wording and is over Budget. Both members indicated that removal of that portion of A-4 would be their recommendation. Mr. Marcotte moved that the Rules be adopted with the amendment to remove and is over Budget from Section A-4. Chairman Mendros indicated that he would accept the motion with amendment but would handle the amendment first.

On motion of Mr. Marcotte, seconded by Mr. Reed, it was

VOTED:

(003-2013) To delete the wording from Section A Contracts Number 4 “and is over Budget”

**VOTE: 4-1
Mr. Mendros opposed**

On motion of Mr. Marcotte, seconded by Mr. Reed, it was

VOTED:

(004-2013) To adopt the Rules as amended for the ensuing year:

RULES OF THE FINANCE COMMITTEE

Regular Meetings:

- A. Time: The Finance Committee shall hold regular meetings twice monthly on **Mondays at 5:15 p.m.**
- B. Place: All regular meetings of the Finance Committee shall be held in the Administrative Conference Room of City Hall.

Special Meetings:

All special meetings shall be called in accordance with Chapter 2, Section 2-183 {c} of the Revised Code of Ordinances.

Parliamentary Procedure:

“ROBERT’S RULES OF ORDER” shall be regarded by the Finance Committee as the proper authority for parliamentary procedure in conduct of its meetings for the ensuing year.

Majority Vote:

All motions must be passed by a majority of the members (three) in order to constitute action on any matter.

Authorization for Contract Awards, Amendments and Change Orders:

The Committee authorizes the Purchasing Director, after consulting the Finance Director, to approve contracts, contract amendments or change orders for the purchase of goods and services under the following conditions:

A. Contracts

1. The Purchasing Agent is authorized to award the annual fuel bids as the sole exception to the award process.
2. The bid, once awarded, will be forwarded to the Committee for its ratification at the next regular meeting with appropriate documentation and reasoning for the award.
3. All other bids shall be brought to the Finance Committee for award.
4. When the amount of the contract recommended exceeds \$100,000, no less than two (2) competitive bids must be submitted for review by the Finance Committee, unless a Waiver of Competition has been authorized by the Committee or an emergency has been declared as provided for in the Purchasing Policy.

B. Amendments or Change Orders

1. When the amendment or change order is necessary to insure that the contract for goods or services is not delayed and that adequate funding is in place and no extenuating circumstances exist.
2. The amount of the amendment or change order is no more than ten (10%) percent of the contract price, with an upset limit of \$10,000 for any single amendment/change order.
3. All amendments/change orders approved shall be forwarded to the Committee, for their ratification, at the next regular meeting.
4. Should the amendment or change order amount exceed Section 2 level of authorization, a special meeting of the Finance Committee shall be called by the Chairman or ranking member of the Committee if the Chairman is not available.

Suspension of Rules:

Any of the foregoing rules may be suspended, amended or repealed providing a majority of three (3) of the members vote therefore.

VOTE: 5-0

On recommendation of the Purchasing Director and on motion of Mr. Reed, seconded by Mr. Cayer it was

VOTED:

(005-2013) To authorize Task Order with Richardson and Associates Landscape Architects, Saco, Maine, to provide services in implementing portions of the Riverside Master Plan for a fee not to exceed \$77,195.

VOTE: 5-0

FINANCE COMMITTEE MINUTES

January 14, 2012

On recommendation of the Purchasing Director and on motion of Mr. Cayer, seconded by Ms. Christ it was

VOTED:

(006-2013) To extend the contract with Almighty Waste for an additional three (3) years to continue hauling Municipal Solid Waste (MSW) incinerator ash at the same price of \$64.49/haul with all terms and conditions to remain the same.

VOTE: 5-0

At this time, the Purchasing Director reminded the Committee that the presentation of the LCIP and Annual Financial Report remains scheduled for Tuesday, January 15, 2013

VOTED:

To adjourn at 6:05 p.m.

Norman Beuparlant
Clerk
Finance Committee