

**FINANCE COMMITTEE
LEWISTON, MAINE**

**Minutes of
January 13, 2014**

PRESENT: Michael Marcotte, Robert Reed, Nelson Peters, Councilor Doreen Christ and Councilor Leslie Dubois.

OTHERS PRESENT: Public Works Director David Jones and Director of Budget/ Purchasing Norman Beauparlant.

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

At this time, the Clerk introduced two (2) new committee members, Mr. Nelson Peters and Councilor Leslie Dubois (Ward I). City Clerk Kathy Montejo administered the oath of office for Mr. Peters.

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

On nomination of Councilor Christ, seconded by Councilor Dubois it was

VOTED:

(001-2014) To nominate and elect Mr. Marcotte as Chairman of the Finance Committee for the ensuing year.

**VOTE: 4-0-1
Mr. Marcotte abstained**

On motion of Mr. Reed, seconded by Councilor Christ it was

VOTED:

(002-2014) To approve the minutes of the previous meeting dated December 30, 2013 and to accept and place them on file as presented by the Clerk.

VOTE: 5-0

At this time, the Clerk reviewed the Rules of the Finance Committee as adopted by the Committee on January 14, 2013 for the 2013 calendar year.

On motion of Mr. Reed, seconded by Councilor Christ, it was

VOTED:

(003-2014) To adopt the Finance Committee Rules as adopted in 2013 at the meeting of January 14, 2013 without change 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.

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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 Councilor Dubois it was

VOTED:

(004-2014) To award Bid 2014-004 for three (3) Shoring Boxes to American Shoring, Newburgh, NY, at their total bid price of \$43,521.

VOTE: 5-0

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

VOTED:

(005-2014) To award Bid 2014-005 for two (2) Roll Off Containers to A & B Welding, Union, Maine, at their total bid price of \$12,750.

VOTE: 5-0

VOTED:

To adjourn at 5:35 p.m.

Norman Beuparlant
Clerk
Finance Committee