

# **FINANCE COMMITTEE LEWISTON, MAINE**

## **Minutes of August 4, 2014**

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

**OTHERS PRESENT:** City Engineer Richard Burnham, Fleet Manager Phil Brienza and Director of Budget/Purchasing Norman Beauparlant.

Meeting was called to order at 5:16 p.m. by Chairman Marcotte.

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

**VOTED:**

**(077-2014)** To approve the minutes of July 14, 2014 and to accept and place them on file as presented by the Clerk.

**VOTE: 5-0**

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

**VOTED:**

**(078-2014)** To approve the minutes of July 21, 2014 and to accept and place them on file as presented by the Clerk.

**VOTE: 5-0**

At this time, the Purchasing Director gave an overview on the necessity for the installation of a Dark Fiber Connection at the Solid Waste Facility and the Operation Center. After a brief discussion by the Committee, the following action was taken.

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

**VOTED:**

**(079-2014)** To table action on award of the contract for the installation of a Dark Fiber Connection at the Solid Waste Facility and the Operation Center until the next Finance Committee meeting.

**VOTE: 5-0**

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

**VOTED:**

**(080-2014)** To award Bid 2014-039 a 4X4 Articulated Sidewalk Tractor with attachments to H.P. Fairfield, Scarborough, Maine, at their bid price of \$109,005 including attachments and net of trade-in allowance of \$12,250.

**VOTE: 5-0**

## FINANCE COMMITTEE MINUTES

August 4, 2014

Recommendation of the Purchasing Director and on motion of Councilor Dubois, seconded by Mr. Reed it was

**VOTED:**

(081-2014) To award Bid 2014-038 for one (1) one ton Dump Truck w/plow and two (2) ¾ ton 4X4 Pick Up Trucks for the Public Works Department to O'Connor Motors, Augusta, Maine, at their bid price for all three vehicles and net of all three trade in allowance of \$98,792.

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

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

**VOTED:**

(082-2014) To award Bid 2014-034 on the Leavitt Avenue Water Main and Sewer Separation Project to St. Laurent & Son, Lewiston, Maine, low bidder at their bid price of \$268,107.40.

**VOTE: 5-0**

At this time, the Purchasing Director gave a brief overview of the Change Order at which time the Committee members had discussion. The following action was taken.

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

**VOTED:**

(083-2014) To authorize Change Order #1 to the contract with St. Laurent & Son on the East Avenue Water Main Project to install three (3) sewer manhole frames and covers in the amount of \$3,000 and further to extend the completion date to September 13, 2014.

**VOTE: 2-3**  
**Mr. Marcotte, Mr. Reed and Councilor Dubois opposed**

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

**VOTED:**

(084-2014) To reconsider authorization of Change Order #1 to the contract with St. Laurent & Son on the East Avenue Water Main Project to install three (3) sewer manhole frames and covers in the amount of \$3,000 and further to extend the completion date to September 13, 2014.

**VOTE: 4-1**  
**Councilor Dubois opposed**

## FINANCE COMMITTEE MINUTES

August 4, 2014

The original motion of Mr. Peters was put to vote.

**VOTED:**

**(085-2014)** To authorize Change Order #1 to the contract with St. Laurent & Son on the East Avenue Water Main Project to install three (3) sewer manhole frames and covers in the amount of \$3,000 and further to extend the completion date to September 13, 2014.

**VOTE: 5-0**

At this time, the Purchasing Director gave an overview of the past several years' prices and usage of the seasonal requirements of Road Salt.

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

**VOTED:**

**(086-2014)** To authorize the purchase of the seasonal requirements of Road Salt through Androscoggin Valley Council of Governments (AVCOG) from Eastern Salt Company at a cost of \$55.85 per ton.

**VOTE: 5-0**

At this time, the Committee discussed the Task Order with John Turner Consulting in regards to the MeDOT project Riverside Greenway Bicycle/Pedestrian Facility. It was asked where the letter from MeDOT concerning their requires for certain tests was. After a brief discussion, the following action was taken.

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

**VOTED:**

**(087-2014)** To table action on the Task Order with John Turner Consulting in regards to the MeDOT project Riverside Greenway Bicycle/Pedestrian Facility to the next meeting so the MeDOT letter can be included.

**VOTE: 5-0**

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

**VOTED:**

**(088-2014)** To table action on the Change Order with J. Pratt Construction in regards to the MeDOT project Riverside Greenway Bicycle/Pedestrian Facility to the next meeting so the MeDOT letter can be included.

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

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

**VOTED:**

**(089-2014)** To award Bid 2014-046 on the ACM Abatement at 178 Holland Street and 40 Union Street to BioSafe Environmental Services, Westbrook, Maine, low bidder at their total bid price of \$13,476.

**VOTE: 5-0**

At this time, the Committee continued its review of the City Purchasing Policy. Chairman Marcotte indicated that the sections scheduled for the meeting were Section 1: Purchasing Policy Established and Section 2: Definitions. The Chairman asked for input with regard to Section 1 and Section 2.

Following discussion, the following changes and/or additions were suggested and agreed upon by consensus.

**Section 1: PURCHASING POLICY ESTABLISHED:** In accordance with provisions of the Charter and Code of Ordinances of the City of Lewiston, Maine, the Finance ~~Director~~ Committee, with the approval of the City Council, hereby establishes this Purchasing Policy to set forth the duties and responsibilities of the Finance Director or his/her designee and establishes purchasing procedures.

**Section 2: DEFINITIONS:** For the purpose of this policy the following terms, phrases, words and derivation shall have the meaning given herein unless the context in which they are used clearly requires a different meaning.

**2.1 PURCHASING:** Purchasing includes purchasing, renting, leasing or otherwise obtaining supplies or services.

**2.2 SUPPLIES:** Supplies shall mean and include all supplies, materials and equipment.

**2.3 SERVICES:** Services shall mean and include all telephone, gas, water, electrical and power services, laundry and cleaning services, insurance, leases or rentals of all grounds, buildings, offices, space or equipment required by the using agency, or leased or rented by the City to others, the repair or maintenance of equipment or real property owned by, or the responsibility of the City, infrastructures repair, replacement or construction, building construction, building repair or renovation.

**2.4 USING AGENCY:** Using agency shall mean any department, division, agency, committee or other unit in the City government, using supplies or procuring services.

2.5 **RESPONSIVE:** Bid is submitted in the required format and with the appropriate bid security when required by the bid documents.

2.6 **RESPONSIBLE BIDDER:** Bidder has the ability and resources to perform the work called for in the bid documents. Further defined in Section 3.1.6.1 Lowest Responsible Bidder.

**VOTED:**

To adjourn at 6:59 p.m.

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Norman J. Beuparlant  
Clerk  
Finance Committee