

# **FINANCE COMMITTEE LEWISTON, MAINE**

**Minutes of  
January 12, 2015**

**PRESENT:** Paul Robinson, Robert Reed, Nelson Peters, Councilor Michael Lachance and Councilor Leslie Dubois.

**OTHERS PRESENT:** Deputy Public Works Director Megan Bates and Director of Budget/Purchasing Norman Beuparlant.

Meeting was called to order at 5:13 p.m. by the Clerk.

At this time, the Clerk introduced the new committee member, Mr. Paul Robinson appointed by Mayor Macdonald to a three year term

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

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

**VOTED:**

**(001-2015)** To nominate and elect Mr. Reed as Chairman of the Finance Committee for the ensuing year.

**VOTE: 5-0**

The Clerk presented the proposed meeting schedule for 2015 .following a bref discussion and on motion of Councilor Lachance, second by Mr. Robinson it was

**VOTED:**

**(002-2015)** To accept the proposed meeting schedule for 2015.

**VOTE: 5-0**

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

**VOTED:**

**(003-2015)** To approve the minutes of the previous meeting dated December 15, 2014 and to accept and place them on file as presented by the Clerk.

**VOTE: 5-0**

## **FINANCE COMMITTEE MINUTES**

**January 12, 2015**

At this time, the Clerk reviewed the Rules of the Finance Committee as adopted by the Committee on January 13, 2014 for the 2014 calendar year.

On motion of Councilor Lachance, seconded by Councilor Dubois, it was

### **VOTED:**

**(004-2015)** To adopt the Finance Committee Rules as adopted in 2014 at the meeting of January 14, 2014 without change for the ensuing year 2015.

## **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**

At this time the Purchasing Director and Deputy Public works Director presented information regarding the Uniform Rental contract.

On motion of Councilor Lachance, seconded by Councilor Dubois it was

**VOTED:**

**(005-2015)** To Table action on request for extension to allow time for additional information with regard to the cost to the city and clarification of optional two year extension beyond 2018 as proposed

**VOTE: 5-0**

**VOTED:**

To adjourn at 6:03 p.m.

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Norman Beauparlant  
Clerk  
Finance Committee