

FINANCE COMMITTEE

LEWISTON, MAINE

Minutes of

March 26, 2007

PRESENT: Chairman Roger Provencher, Councilor Mark Paradis, Councilor Lillian LaFontaine O'Brien, Ronald Paradis and Robert Reed.

Meeting was called to order at 5:18 p.m. by the Chairman Roger Provencher.

On motion of Mark Paradis, seconded by Mr. Reed it was

VOTED:

(20-2007) To nominate Roger Provencher to serve as Chairman of the Committee for the ensuing year.

VOTE: 5-0

On motion of Ms. O'Brien , seconded by Mr. Reed it was

VOTED:

(21-2007) To dispense with reading of the minutes of the previous meeting dated February 26, 2007 and to accept and place them on file as submitted by the Clerk.

VOTE: 5-0

On motion of Mr. Mark Paradis , seconded by Mr. Reed it was

VOTED:

(22-2006) To adopt the following rules to govern the Finance Committee 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 Council Chambers 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. Award may be made to the low responsive bidder or sole responsive bidder when award is necessary to insure that the contract for goods or services is not delayed.
2. All contracts approved shall be forwarded to the Committee, for their ratification, at the next regular meeting with appropriate documentation and reasoning for proceeding with award of contract.

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.
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. That should the levels set forth in Section 2 be exceeded and an amendment or change order is necessary to complete the project and to protect the best interest of the City, the City Administrator may authorize amendments or change orders as provided for in Section 3.2 of the Purchasing Policy.

4. The City Administrator has signed and approved the amendment/change order.

If the City Administrator deems the circumstances to be an emergency, they will be documented and reported to the Finance Committee at the next regular meeting.

5. All amendments/change orders approved shall be forwarded to the Committee, for their ratification, at the next regular meeting.
6. That should the amendment or change order amount exceed both Section 2 and Section 3 levels 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 the members vote therefore.

VOTE: 5-0

The Finance Committee reviewed the results of proposals received on replacement of sections of a boiler at the Memorial Armory. The recommendation was to award the contract to Nason Mechanical of Auburn, Maine based on their low bid as specified and to include the add alternates which they recommended. After a brief discussion, the following action was taken.

On recommendation of the Purchasing Agent and on motion of Mr. Mark Paradis, seconded by Ms. O'Brien it was

VOTED:

(23-2007) To award Bid 2007-015 on replacement of boiler sections at the Memorial Armory to Nason Mechanical, Auburn, Maine, low bidder at their total bid price, including add alternates, of \$21,938.

VOTE: 5-0

The Committee considered the award of a contract for replacement of heating and lighting systems at the Solid Waste Facility. The current system for both heating and lighting was installed in 1977 when the facility was built. Over the past three (3) years there have been many repairs performed on each system because of their age. With new technology, it is estimated that the energy savings of replacing both systems would approach \$20,000 per year.

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On recommendation of the Purchasing Agent and on motion of Ms. O'Brien, seconded by Mr. Mark Paradis it was

VOTED:

(24-2007) To award Bid 2007-010 on Heating & Lighting replacement at the Solid Waste Facility to Damon Mechanical, Auburn, Maine, low bidder on both systems at a total cost of \$63,815.

VOTE: 5-0

The Purchasing Agent advised the Committee that a request had been received from Mr. Thomas Verrill to be reappointed as the local Sealer of Weights and Measures. Mr. Verrill has been the contractor for the City for a number of years and his three (3) year term recently expired in February. Mr. Verrill is compensated through the fees that are assessed on each of the establishments which are based on a State regulated fee structure.

On recommendation of the Purchasing Agent and on motion of Mr. Mark Paradis, seconded by Mr. Reed it was

VOTED:

(25-2007) To appoint Mr. Thomas F. Verrill, Auburn, Maine, as Sealer of Weights & Measures for the City of Lewiston for a three (3) year period.

VOTE: 5-0

VOTED:

To adjourn at 5:41 p.m.

Richard T. Metivier
Clerk
Finance Committee