

**FINANCE COMMITTEE
LEWISTON, MAINE**

**Minutes of
January 11, 2016**

PRESENT: Paul Robinson, Robert Reed, Nelson Peters, Councilor Michael Lachance and Councilor James Lysen.

OTHERS PRESENT: Lewiston Police Department Sergeant Robert Ullrich, Library Director Rick Speer 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 the new committee member, Councilor James Lysen and also Mr. Robert Reed appointed by Mayor Macdonald for a second three year term.

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

On nomination of Councilor Lachance, seconded by Mr. Robinson it was

VOTED:

(001-2016) To nominate and elect Mr. Reed as Chairman of the Finance Committee for the ensuing year.

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

The Clerk presented the proposed meeting schedule for 2016 and following a brief discussion the Committee approved the meeting schedule by consensus.

On motion of Councilor Lachance, seconded by Mr. Robinson it was

VOTED:

(002-2016) To approve the minutes of the previous meeting dated December 7, 2015 and to accept and place them on file as presented by the Clerk.

**VOTE: 4-0-1
Councilor Lysen abstained**

At this time, the Clerk reviewed the Rules of the Finance Committee currently in place that had been adopted January 12, 2015.

Chairman Reed indicated that the rules had been modified by the Committee several years ago and have been working well for the Committee and staff.

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

VOTED:

(003-2016) To continue the current Rules of the Finance Committee and to adopt the rules as presented by the clerk.

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. Robinson, seconded by Councilor Lysen it was

VOTED:

(004-2016) To award Bid 2016-003 for one 4 door sedan to Quirk Ford of Augusta, low bidder meeting specifications at their bid price of \$15,460 for a 2015 Chevrolet Impala.

VOTE: 5-0

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

VOTED:

(005-2016) To award Bid 2016-005 for one (1) ton 4X4 Pick Up Truck to Auburn Motor Sales, at their bid price of \$34,426.58 for a 2016 F350 crew cab 4X4 and further to accept the trade-in allowance of \$13,400 for a net bid award of \$21,026.58.

VOTE: 5-0

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

VOTED:

(006-2016) To award Bid 2016-001 on Library Lighting Upgrade/Replacement to Regional Electric, Lewiston, at their bid price of \$21,460.

VOTE: 5-0

FINANCE COMMITTEE MINUTES

January 11, 2016

At this time, the Purchasing Director presented a Task Order with Ted Berry Company to do Jet/Vac cleaning and inspection of a section of cross country sewer line, clean of a section of brick sewer line on Summer Street and cleaning of a section of sewer line on Holland Street.

The Purchasing Director indicated that the work Task Order had been approved and signed in mid-December and the work had been completed. The Purchasing Director requested that the Task Order with Ted Berry Company be ratified by the Committee in the amount of \$9,891.25.

On motion of Councilor Lachance, seconded by Mr. Robinson it was

VOTED:

(007-2016) To ratify Task Order with Ted Berry Company as presented in the amount of \$9,891.25.

VOTE: 5-0

At this time, the Purchasing Director advised the Committee of a demolition bid that had been issued for the demolition of 2-26 Oxford Street and that he would be bringing the demolition bid to the next meeting for award.

VOTED:

To adjourn at 5:58 p.m.

Norman Beuparlant
Clerk
Finance Committee