

FINANCE COMMITTEE

LEWISTON, MAINE

September 27, 2004

PRESENT:

Roger Provencher, Robert Stone, Ronald Paradis, Councilor Lillian LaFontaine O'Brien and Councilor Mark Paradis.

The meeting was called to order at 5:15 p.m. by Chairman Roger Provencher.

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

VOTED:

(123-2004) To dispense with reading of the minutes of the previous meeting dated September 13, 2004 and to accept and place them on file as submitted by the Clerk.

VOTE: 5-0

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

VOTED:

(124-2004) To award Bid 2004-061 on the Chestnut Street Rehabilitation Project to K & K Excavation, Turner, ME, low bidder at their total bid price of \$212,758.

VOTE: 5-0

Request for proposals were solicited for Technical Assistance - Environmental Monitoring and Sample Analysis at the City's Solid Waste Facility and a Selection Review Committee met to review the proposals received. It was the recommendation of the Selection Review Committee that the proposal on a three (3) year contract basis be awarded to Summit Environmental Services of Lewiston at a total cost over three years of \$152,754.

On recommendation of the Selection Review Committee and on motion of Mr. Stone, seconded by Mr. Ron Paradis it was

VOTED:

(125-2004) To award a three (3) year contract on Technical Assistance - Environmental Monitoring & Sample Analysis at the City's Solid Waste Facility to Summit Environmental Services, Lewiston, ME, at their total fee on a three year contract basis of \$152,754.

VOTE: 5-0

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The Committee considered proposals received on the Canal Street Parking Garage Railing Rehabilitation Project. The Purchasing Agent informed the Committee that the low bidder, Central Maine Rebuilders of Portland, Maine, made an error in their bid proposal and requested that their bid be withdrawn. Their bid of \$22,390 was way below the second low bidder of \$51,953.75. Bid securities were not requested in the specifications because the total expected contract price was estimated at below \$50,000.

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

VOTED:

(126-2004) to award Bid 2004-064 on the Canal Street Parking Garage Railing Rehabilitation Project to R C Specialty Fabrication, Lewiston, Maine, second low bidder at their total bid price of \$50,953.

VOTE: 5-0

The next item on the agenda was award of the bid on the Pond Road and Pleasant Street Resurfacing Project. This project is being fully funded by the Maine Department of Transportation and they must give their approval of the bid prior to award. Because approval has not been received at this time, it was recommended that the award of the bid be tabled to the next regular meeting.

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

VOTED:

(127-2004) To table award of Bid 2004-057 on the Pond Road and Pleasant Street Resurfacing Project, until the next regular meeting.

VOTE: 5-0

A landscaping plan has been developed along River Road in conjunction with the Wal Mart Project. This plan is to be funded by Northern Utilities, Gendron & Gendron and the City. Quotations were received and it was recommended that the project be awarded to the lowest proposal which was from Gammon Landscape & Nursery of Auburn, Maine, at a total cost of \$29,299.40.

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

VOTED:

(128-2004) To award the River Road Landscaping Project to Gammon Landscape & Nursery, Auburn, Maine, at their total contract price of \$29,299.40.

VOTE: 5-0

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

VOTED:

(129-2004) To award Task Order 4541 for Materials Testing Services on the Southern Gateway Parking Garage Project to Summit Environmental, Lewiston, Maine, at total fee not to exceed \$15,000.

VOTE: 5-0

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

VOTED:

(130-2004) To award Bid 2004-059 on a Tri-Axle Steel Body Dump Trailer to Hale Trailer, Portland, Maine, low bidder at their bid price of \$37,900.

VOTE: 5-0

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

VOTED:

(131-2004) To award Bid 2004-063 on a Truck Chassis & Cab for the Public Works Department to Rowe Auburn, low bidder at their net bid price of \$25,531.73.

VOTE: 5-0

The Committee considered Change Order #3 with Pratt & Sons on the Lisbon Street Sidewalk Project. The Change Order included the relocation of light pole bases which were improperly identified on the drawings. Committee members questioned who the Engineer was on the project and whether the City should be receiving reimbursement for the error that was made. The design engineer on the project was Richardson & Associates.

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

VOTED:

(132-2004) To authorize Change Order #3 the Lisbon Street Sidewalk Project with Pratt & Sons to allow for the relocation of light pole bases at a total cost of \$1,400 and to instruct staff to pursue reimbursement from the Design Engineer for these errors.

VOTE: 5-0

The Purchasing Agent advised that Change Order #4 on the Library Project had never been formally authorized or ratified by the Finance Committee. Although the amount of the Change Order was

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included in subsequent requests for Change Orders on the project, it was requested that the Change Order be ratified at this time.

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

VOTED:

(133-2004) To ratify Change Order #4 on the Library Reconstruction Project for the following items:

- 1. Change mortar color from natural to a darker color on exterior walls \$2,112.00
- 2. Increase size of the roof bar joints from 24LH07 to 32LH07 \$2,466.62
- Total Change Order** **\$4,578.62**

VOTE: 5-0

At this time, the Finance Director reviewed the results of an Actuarial Valuation Report of the City's Self-Insured Workers' Compensation Program, prepared by Liscord Ward & Roy, as of June 30, 2004.

The report indicates that loss and loss expense reserve as of June 30th amount to \$3,570,903 and when combined with a safety margin of \$498,852 to cover adverse development, the total reserve to cover claims incurred as of June 30, 2004 amounts to \$4,069,755. This amount is a \$329,014 or 7.5% reduction from last year's reserve at the same confidence level.

As of June 30th, the City had \$1,070,604 available for claims leaving a deficit of \$2,999,151 if the entire program were to be fully funded to include the safety margin. Although the City has an unfunded deficit of just under \$3 million to fully fund the program, the City as of June 30, 2003 had a \$7.7 million undesignated fund balance which would be conceivably available to fund this deficit. After brief question and answers the following action was taken.

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

VOTED:

(134-2004) To accept and place on file the Actuarial Valuation Report of the City's Self-Insured Workers' Compensation Program as of June 30, 2004 as prepared by the Consultant Actuaries Liscord Ward & Roy of Manchester, NH.

VOTE: 5-0

VOTED:

To adjourn at 6:05 p.m.

Richard T. Metivier
 Clerk
 Finance Committee