

FINANCE COMMITTEE

LEWISTON, MAINE

January 9, 2006

PRESENT:

Roger Provencher, Councilor Mark Paradis and Councilor Lillian LaFontaine O'Brien. Robert Reed arrived at 5:24 p.m.

ABSENT:

Ronald Paradis

Meeting was called to order at 5:20 p.m. by Chairman Roger Provencher.

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

VOTED:

(1-2006) To dispense with reading of the minutes of the previous meeting dated December 19, 2005 and to accept and place them on file as submitted by the Clerk.

VOTE: 3-0

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

VOTED:

(2-2006) To adopt the following rules to govern the Finance Committee for the upcoming 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: 3-0

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

VOTED:

(3-2006) To approve the proposed meeting schedule for the upcoming year as recommended by the Finance Director.

VOTE: 3-0

Robert Reed arrived at 5:24 p.m.

At this time, the Committee considered authorization of Task Order #1 to the Master Agreement with Technical Services Incorporated for consulting services relating to permitting and site development. This Task Order was in conjunction with the South Lewiston Development Plan and specifically extension of the Gendron Business Park. The contract would include the following components:

- Storm Water Management Masterplan Plan \$37,400
- Wetland Permitting, Design & Evaluation of Off-site
properties for mitigation 122,000
- Misc. Engineering Services to support continued development 25,500
- Total Task Order \$184,900**

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

VOTED:

(4-2006) To authorize Task Order #1 for services relating to permitting and site development with Technical Services Incorporated, Lewiston, Maine, at a total cost of \$184,900.

VOTE: 4-0

VOTED:

To adjourn at 5:30 p.m.

Richard T. Metivier
Clerk
Finance Committee