

FINANCE COMMITTEE LEWISTON, MAINE

**Minutes of
January 23, 2017**

PRESENT: Paul Robinson, Robert Reed, Matthew Shaw, Councilor Michael Lachance and Councilor James Lysen.

OTHERS PRESENT: Internal Auditor/Cost Accountant Allen Ward and Director of Budget/Purchasing Norman Beauparlant.

Meeting was called to order at 5:30 p.m. by the Chairman.

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

VOTED:

(005-2017) To approve the minutes of the previous meeting dated January 9, 2017 as presented and to accept and place them on file as presented by the Clerk.

VOTE: 5-0

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

VOTED:

(006-2017) To accept the "Rules of the Finance Committee" for the ensuing year as presented and amended as follows:

RULES OF THE FINANCE COMMITTEE January 23, 2017

Regular Meetings:

- A. Time: The Finance Committee shall hold regular meetings twice monthly on **Mondays at 5:30 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. The fuel 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.
2. All other bids shall be brought to the Finance Committee for award unless awarded by the Director as an emergency (Purchasing Policy Section 3.2).
3. 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.

FINANCE COMMITTEE MINUTES

January 23, 2017

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 Councilor Lysen, seconded by Mr. Robinson, it was

VOTED:

(007-2017) To authorize Task Order #4 to the Master Service Agreement with CDM Smith for Jepson Brook Channel Rehab from Brooks to Manning at a not to exceed fee of \$97,000 as described in the Task Order #4.

VOTE: 5-0

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

VOTED:

(008-2017) To ratify award of bid to Mid Maine Construction, Gardiner, Maine, for Bid 2017-001 on the Demolition of 145-147 Sabattus Street at their bid price of \$7,875.

VOTE: 5-0

At this time, the Committee briefly reviewed the sample text regarding a recommendation to the City Council on the FY 2018 LCIP. Chairman Reed asked members to review the template text provided and to send him any comments and bring the items to the next Finance Committee meeting on February 13, 2017 with the goal at that meeting to make recommendation on the FY 2018 LCIP to submit to the City Council to meet the Charter deadline of February 15, 2017.

VOTED:

To adjourn at 5:50 p.m.

Norman Beauparlant
Clerk
Finance Committee