

**FINANCE COMMITTEE
LEWISTON, MAINE**

**Minutes of
January 8, 2018**

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

OTHERS PRESENT: Public Works Director David Jones, Deputy Director Highway/Open Spaces Megan Bates, Asst. Finance Director Ralph Lenfestey and Purchasing Agent Allen Ward.

Meeting was called to order at 5:25 p.m. by the Clerk.

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

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

VOTED:

(001-2018) To nominate and elect Mr. Reed as Chairman of the Finance Committee for the ensuing year.

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

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

VOTED:

(002-2018) To approve the minutes of the previous meeting dated December 4, 2017 as presented and to accept and place them on file as presented by the Clerk.

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

At this time, the Clerk reviewed the Rules of the Finance Committee currently in place as adopted at its meeting of January 20, 2017.

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

VOTED:

(003-2018) To accept the “Rules of the Finance Committee” for the ensuing year as presented and amended as follows:

**RULES OF THE FINANCE COMMITTEE
January 9, 2018**

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:

ROBERTS 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 **Agent**, 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).
2. 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 upset limit of \$15,000 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

At this time, the Committee discussed Bid 2018-004 for Marcotte Park Playground Equipment. Concern was expressed with the award in a lump sum basis. The Committee asked that the wording “awarded to a single vendor providing a complete package” be removed from future equipment bids and the bid being awarded on an item by item basis to the low bidder meeting specifications.

On recommendation of the Assist. Finance Director and on motion of Mr. Shaw, seconded by Councilor Lysen, it was

VOTED:

(004-2017) To award Bid 2018-004 Marcotte Park Playground Equipment to M. E. O’Brien & Sons, Medford MA, at their total bid price of \$142,780.

VOTE: 4-1

Mr. Marcotte opposed

On recommendation of the Asst. Finance Director and on motion of Councilor Lysen, seconded by Councilor Marcotte it was

VOTED:

(005-2018) To authorize Task Order with HNTB to evaluate the conditions of existing crosswalks along arterials and major collections in an amount not to exceed \$60,000.

VOTE: 5-0

FINANCE COMMITTEE MINUTES

January 8, 2018

At this time, the Committee notified of a contract with McGee Construction for work at 795 and 805 Lisbon Street on emergency bank erosion securing. The work was approved by the City Council at their meeting of December 19, 2017. No vote is needed.

On recommendation of the Asst. Finance Director and on motion of Councilor Lysen, seconded by Mr. Lachance it was

VOTED:

(006-2018) To authorize Task Order with Terracon Consultants for construction materials testing for the Gully Brook CSO Storage Geotechnical Report project in an amount not to exceed \$6,710.

VOTE: 5-0

At this time, the FY 2019 Lewiston Capital Improvement Program document was handed out to Mr. Lachance, Mr. Reed and Mr. Shaw for their review.

VOTED:

To adjourn at 6:30 p.m.

Allen Ward
Clerk
Finance Committee