

**FINANCE COMMITTEE  
LEWISTON, MAINE**

**Minutes of  
July 9, 2018**

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

**OTHERS PRESENT:** Fire Chief Brian Stockdale, Fleet Operation Manager Phil Brienza, Public Works Director David Jones, Asst. Finance Director Ralph Lenfestey and Purchasing Agent Allen Ward.

Meeting was called to order at 5:28 p.m. by the Clerk

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

**VOTED:**

**(092-2018)** To suspend the Rules of the Finance Committee for the following discussion.

**VOTE: 4-1  
Councilor Marcotte opposed**

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

**VOTED:**

**(093-2018)** To add the highlighted sentence to Rules of the Finance Committee under Parliamentary Procedure for the following discussion.

**RULES OF THE FINANCE COMMITTEE  
January 9, 2018  
As Amended July 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.

**A Motion and Second must be made prior to discussion of any agenda item.**

**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).
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 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.

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- 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: 4-1  
Councilor Marcotte opposed**

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

**VOTED:**

**(094-2018)** To approve the minutes of the previous meeting dated June 18, 2018 as presented and to accept and place them on file as presented by the Clerk.

**VOTE: 5-0**

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

**VOTED:**

**(095-2018)** To award Bid 2018-053 for Fire Uniforms on an item by item basis as follows:

<b>Vendor</b>	<b>Item #'s</b>	<b>Est. Award Amt</b>
Coastal T-Shirt (Auburn ME)	1, 3, 9 & 10	\$5,906.00
Admiral Fire & Safety (Scarborough ME)	2, 4, 5, 6, 7, 8 & 11	13,015.00
<b>Total Award</b>		<b>\$18,921.00</b>

**VOTE: 5-0**

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

**VOTED:**

**(096-2018)** To reject the sole bid received and to rebid Bid 2018-054 for Fire Turnout Gear.

**VOTE: 5-0**

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

**VOTED:**

**(097-2018)** To award Bid 2018-049 for two (2) 50 yard Roll Off Containers to Wastequip Manufacturing, Statesville, NC, at their bid price of \$8,023/unit for a total bid award of \$16,046.

**VOTE: 5-0**

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

**VOTED:**

**(098-2018)** To award Bid 2018-057 for a Towable Wood Chipper to Morbark Inc., Winn, MI, at their bid price of \$67,760.

**VOTE: 5-0**

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

**VOTED:**

**(099-2018)** To award Bid 2018-059 for Field Grooming Equipment on an item by item basis as follows:

<b>Item #</b>	<b>Description</b>	<b>Vendor</b>	<b>Amount</b>
1	Infield Groomer incl. Optional Equipment	MTE Turf Equipment Derry NH	\$27,352.80
2	Utility Vehicle	Turf Products Inc. Enfield CT	11,468.42
<b>Total Bid Award</b>			<b>\$38,821.22</b>

**VOTE: 5-0**

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

**VOTED:**

**(0100-2018)** To award Bid 2018-055 for an Informational Sanding Drive-by Downloading System to H. P. Fairfield, Scarborough, Maine, at their bid price of \$35,890.

**VOTE: 5-0**

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

**VOTED:**

**(0101-2018)** To award Bid 2018-048 for a Crawler Dozer to Nortrax N.E., Westbrook, Maine, at their bid price of \$106,500.

**VOTE: 5-0**

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

**VOTED:**

**(0102-2018)** To award Bid 2018-056 on the Beech Street Bridge Installation to Reed & Reed, Woolwich, Maine, at their estimated bid price of \$943,963 based on the itemized estimated quantities.

**VOTE: 5-0**

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

**VOTED:**

**(0103-2018)** To award Bid 2018-042 on the Jepson Brook Channel Rehabilitation to Gordon Contracting, Sangerville, Maine, at their bid price for Option 2 of \$1,328,659.

**VOTE: 4-1**

**Councilor Marcotte opposed**

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

**VOTED:**

**(0104-2018)** To award Bid 2018-028 on the Chestnut and Mill Streets Crosswalk Enhancements to J. Pratt Construction, Hebron, Maine, at their estimated bid price of \$56,800.

**VOTE: 5-0**

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

**VOTED:**

**(0105-2018)** To authorize Change Order #2 Bid 2018-007 on the 2018 Street Resurfacing & Rehabilitation with Glidden Excavating & Paving to include Gayton Road at an amount not to exceed \$105,792.50.

**VOTE: 5-0**

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

**VOTED:**

**(0106-2018)** To authorize Change Order #1 Bid 2018-046 on the 2019 Street Resurfacing & Rehabilitation with Glidden Excavating & Paving to include Wicklow Place, Sutton Place and Manning Avenue at an amount not to exceed \$191,241.75.

**VOTE: 5-0**

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

**VOTED:**

**(0107-2018)** To award Bid 2018-040 on the Public Works and Armory Floor Replacement to Royal Flooring, Lewiston, Maine, at their estimated bid price of \$88,627.

**VOTE: 5-0**

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

**VOTED:**

**(0108-2018)** To authorize Change Order #2 Bid 2018-006 on the Armory Lighting Upgrade with Mountain View Electric to include additional lighting in an amount not to exceed \$37,383.25.

**VOTE: 5-0**

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

**VOTED:**

**(0109-2018)** To award the AVCOG bid for Winter Road Salt to Eastern Salt Company at the estimated contract value of \$407,400 for 7,000 tons at \$58.20/ton.

**VOTE: 5-0**

To adjourn at 7:05 p.m.

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Allen Ward  
Clerk  
Finance Committee