

FINANCE COMMITTEE

Lewiston, ME

Minutes of January 13, 2020

PRESENT: Councilor Safiya Khalid, Councilor Lee Clement, Denis Theriault and Roger Philippon.

ABSENT: Renee Bernier

OTHERS PRESENT: Assistant Finance Director, Ralph Lenfestey, Purchasing Agent, Allen Ward, Economic Development Specialist, Heidi McCarthy, Solid Waste Superintendent, Rob Stalford and Michael Marcotte.

Meeting was called to order at 5:30 p.m. and welcomed new members Councilor Safiya Khalid, Councilor Lee Clement, and Roger Philippon.

Mr. Theriault called for nominations for Finance Committee Chairperson for the ensuing year.

On nomination of Councilor Clement, seconded by Mr. Philippon it was

VOTED:

(001-2020) To nominate and elect Mr. Theriault as Chairman of the Finance Committee for the ensuing year.

VOTE: 4-0

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

VOTED:

(002-2020) To accept the “Rules of the Finance Committee” for the ensuing year as presented by staff and amended as follows:

RULES OF THE FINANCE COMMITTEE January 8, 2020

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.

Legal Advisor

The City Attorney shall be the legal advisor of the Lewiston Finance Committee. The Committee may call upon the City Attorney at its discretion for clarification on any issue under the Committees purview.

Meeting Minutes

The Minutes of the Lewiston Finance Committee shall include and reflect greater detail in how it formed its decision. At the discretion of the Finance Committee, any member of the Finance Committee shall have the right to include comments, justification, or further detail on any agenda item in the Finance Committee Minutes for the permanent record.

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).

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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.
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: 4-0

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

VOTED:

(003-2020) To approve the minutes of the previous meeting dated December 9, 2019, verified by former Councilor and Finance Committee member Marcotte, as presented and to accept and place them on file as presented by the Clerk.

VOTE: 4-0

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

VOTED:

(004-2020) To Authorize Task Order amendment with CMA Engineers, Inc. for the Solid Waste Facility truck scale project in an amount not to exceed \$18,300 with adding the design of a post framed building and foundation to the scope of work for an amended task order of \$41,900.

VOTE: 4-0

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

VOTED:

(005-2020) To appoint Councilor Clement, Mr. Theriault, Public Works Director, Dale Doughty and EPA Project Officer, Jim Byrne to be on the Selection Review Committee for Bid 2019-075 Bates Mill 5 Weave Shed Cleanup Consultant Services.

VOTE: 4-0

VOTE:

To adjourn at 6:27 p.m.

Allen Ward
Clerk
Finance Committee