

**FINANCE COMMITTEE  
LEWISTON, MAINE**

**Minutes of  
January 11, 2010**

**PRESENT:** Mark Paradis, Michael Marcotte, Councilor Ronald Jean, Councilor Larry Poulin and Stavros Mendros.

Meeting was called to order at 5:00 p.m. by the Clerk.

**Special Note:** Mr Paradis appointed by Mayor Gilbert Friday January 8, 2010. Mr Paradis had not been sworn in at the time of the meeting. It was determined on Tuesday January 12, 2010 that Mr Paradis could make motions to place items on the table for consideration however could not vote on items.

The Purchasing Director advised the Chairman of the issue and proposed having the minutes reflect the status of Mr. Paradis.

Mr. Mendros indicated that he agreed with the assessment by the Purchasing Director and asked that the minutes reflect same.

The Minutes that follow reflect only votes of members eligible to vote at that time.

On motion of Mr. Marcotte, seconded by Mr. Poulin it was

**VOTED:**

**(001-2010)** To elect Stavros Mendros as Chairperson of the Finance Committee for the ensuing year .

**VOTE: 4-0**

On motion of Mr. Marcotte, seconded by Mr. Mendros it was

**VOTED:**

**(002-2010)** To approve the minutes of the previous meeting dated December 7, 2009 and to accept and place them on file as presented by the Clerk.

**VOTE: 4-0**

At this time the Committee considered "Rules of the Finance Committee" for the ensuing year. Mr. Marcotte noted that the proposed rules had a deviation from the previously adopted. The deviation was with regard to numbering within section on Amendments to contracts. The Purchasing Director would amend the proposed to reflect the correct numbering.

On motion of Mr. Marcotte, seconded by Mr. Paradis it was

**VOTED:**

**(003-2010)** To adopt the following Rules to govern the Finance Committee for the ensuing year as presented and amended

**RULES OF THE FINANCE COMMITTEE**

**Regular Meetings:**

- A. Time: The Finance Committee shall hold regular meetings twice monthly on **Mondays at 5:00 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. Award may be made only if unusual circumstances requires a bid to be awarded within a deadline and such award is made to the low bidder, without exception; within available funds and without any extenuating circumstances disqualifying any other bidders.
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.

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### 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.

### Suspension of Rules:

Any of the foregoing rules may be suspended, amended or repealed providing a majority of the members vote therefore.

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Mr. Marcotte, seconded by Mr. Jean, it was

### **VOTED:**

**(004-2010)** To accept the proposed Finance Committee meeting schedule for the ensuing year.

**VOTE: 4-0**

At this time the Purchasing agent briefed the committee on the previously authorized process used in soliciting bids for seasonal requirements of #2 heating Oil. The process is done jointly with the city of Auburn , Androscoggin County and a number of small area towns. The process calls for bids due at a specific time with an award by all involved within 2 hours. The award is then brought to the Finance Committee at the next meeting for ratification.

The Purchasing Agent requested that the Committee Authorize the process for soliciting #2 heating Oil to continue as presented.

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On recommendation of the Purchasing Agent and on motion of Mr. Paradis, seconded by Mr. Poulin it was

**VOTED:**

**(005-2010)** To authorize the Purchasing Agent to continue with the process outlined in the soliciting and award of #2 heating Oil and to bring the award to the Finance Committee for Ratification .

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Mr. Jean, seconded by Mr. Marcotte it was

**VOTED:**

**(006-2010)** To award bid 2009-056 Violations Bureau Roof Replacement to Kevin Smith & Son, Mars Hill at the Bid Price of \$ 80,440.00.

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Mr. Paradis, seconded by Mr. Poulin it was

**VOTED:**

**(007-2010)** To award bid 2009-069 Light Fixture Replacement in two Municipal Parking Facilities to Sebago Energy Conservation, Westbrook Maine at their bid price of \$18,239.28.

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Mr. Poulin, seconded by Mr. Paradis it was

**VOTED:**

**(008-2010)** To award bid 2009-070 Mobile Litter Collection Vehicle tpo H.P. Fairfield Skowhegan Maine low bidder meeting specification at the bid price of \$49,850.00

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Mr. Paradis, seconded by Mr. Marcotte it was

**VOTED:**

**(009-2010)** To award bid 2009-066 Dual Axle Tuuck Chassis and Cab w/ Fan Combination Sewer Cleaner to Freightliner of Maine, Low bidder meeting specification at the bid \$295,425.00

**VOTE: 4-0**

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

**VOTED:**

**(010-2010)** To award the two year policy for Excess Insurance on the self- insured Workers' Compensation to Safety National base on their proposal at a rate per hundred of payroll of 10 cents with an annual premium of \$49,383 per year, based on the City's estimated payroll.

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Mr. Paradis, seconded by Mr. Marcotte it was

**VOTED:**

**(011-2010)** To authorize Change Order #6 to the contract with Gendron and Gendron on the Phase II construction of Gendron Business Park. The change order amount is a credit of \$41,478.00 to the contract price.

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Mr. Marcotte, seconded by Mr. Paradis it was

**VOTED:**

**(012-2010)** To authorize amendment #1 to Task order with HNTB for addition services on the Lincoln/Locust Street Project in the amount of \$8,900.

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Mr. Marcotte, seconded by Mr. Poulin it was

**VOTED:**

**(013-2010)** To Ratify Change Orders #1 & #2 to the contract with L P Porier on the Armory Storm Drain Project(#1 \$3,500. and # 2 \$6,500.) for additional work needed to complete the project .

**VOTE: 4-0**

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On recommendation of the Purchasing Agent and on motion of Mr. Paradis, seconded by Mr. Poulin it was

**VOTED:**

**(014-2010)** To Ratify Change Order # 8 to the contract with St. Laurent & Sons in the amount of \$2,900 for addition work needed to complete the Old Chadbourne Road Reconstruction Project.

**VOTE: 3-1**  
**Mr.Marcotte Opposed**

**VOTED:**

To adjourn at 6:15 p.m.

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Norman Beuparlant  
Clerk  
Finance Committee