

FINANCE COMMITTEE LEWISTON, MAINE

**Minutes of
January 7, 2019**

PRESENT: Councilor Michael Marcotte, Denis Theriault, Melissa Simones Landry and Councilor James Lysen.

ABSENT: Matthew Shaw

OTHERS PRESENT: Public Works Director Dale Doughty, Deputy Director Water & Sewer/Electrical Kevin Gagne, MIS Director Craig Starr, Fleet Operation Manager Phil Brienza, Finance Director Heather Hunter, Asst. Finance Director Ralph Lenfestey and Purchasing Agent Allen Ward.

Meeting was called to order at 5:30 p.m. and welcome new member Melissa Simones Landry by the Clerk.

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

On nomination of Councilor Marcotte, seconded by Ms. Landry it was

VOTED:

(001-2019) To nominate and elect Mr. Theriault as Chairman of the Finance Committee for the ensuing year.

VOTE: 4-0

At this time, the Clerk reviewed the Rules of the Finance Committee currently in place as amended and adopted at its meeting of September 10, 2018.

On motion of Councilor Lysen, seconded by Councilor Marcotte it was

VOTED:

(002-2019) To accept the "Rules of the Finance Committee" for the ensuing year as presented and amended as follows:

RULES OF THE FINANCE COMMITTEE January 7, 2019

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.
4. The Finance Committee authorizes a Waiver of Competition for the remainder of fiscal year 2019 (ending June 30, 2019) for any security camera purchases with Norris Inc. subject to funding approval by City Council.

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 motion of Councilor Marcotte, seconded by Councilor Lysen it was

VOTED:

(003-2019) To approve the minutes of the previous meeting dated December 10, 2018 as presented and to accept and place them on file as presented by the Clerk.

VOTE: 4-0

At this time, Councilor Marcotte asked that Item 5 and 6 on the agenda be voted on with Item 6 before Item 5.

On motion of Councilor Lysen, seconded by Councilor Marcotte, it was

VOTED:

(004-2019) To approve the changes to section 3.5.2.2 ARCHITECT, ENGINEER, AND CONSULTANT SERVICES of the Purchasing Policy to be presented to the City Council as amended.

3.5.2.2 ARCHITECT, ENGINEER, AND CONSULTANT SERVICES: If the anticipated fee exceeds \$25,000, the RFP and selection process shall be done in compliance with the "Brooks Act" which is hereby appended to the Purchasing Policy. The responses shall be evaluated by a Selection Review Committee consisting of the Director of the Department most directly involved in the required service (or that Director's designee), two (2) members of the Finance Committee with one being a City Councilor, and a minimum of two (2) other individuals to be recommended by the City Administrator from members of City Staff, appointed members of other Boards and Commissions, and/or the general public who possess skills, knowledge, or

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abilities applicable to the project, **and appointed by the Finance Committee.** The Selection Review Committee shall conduct discussions with qualifying firms regarding anticipated scope of services and alternative methods of approach for furnishing the required services. The Selection Review Committee will rank the firms. The fee statement of the highest rated firm will be recommended to the Finance Committee for award of contract including a negotiated fee if applicable.

VOTE: 4-0

On motion of Councilor Marcotte, seconded by Ms. Landry it was

VOTED:

(005-2019) To accept as presented the changes to the Purchasing Policy including the revised 3.5.2.2 section language as approved at the December 10, 2018 meeting to be recommended to the City Council:

VOTE: 4-0

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

VOTED:

(006-2019) To award Bid 2019-003 for Dark Fiber Optics to Hawkeye Connections, Poland, Maine, low bidder at their bid price of \$94,730.85.

VOTE: 4-0

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

VOTED:

(007-2019) To award Bid 2019-005 for a Single Drum Vibratory Roller to Anderson Equipment, Gorham, Maine, at their bid price of \$66,293.

VOTE: 4-0

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

VOTED:

(008-2019) To award Bid 2019-002 for the Lisbon Street Storm Drain Rehabilitation to Ted Berry Company, Livermore, Maine, at their estimate bid price of \$102,000.

VOTE: 4-0

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

VOTED:

(009-2019) To authorize Task Order with Gorrill-Palmer for design services for East Avenue resurfacing and sidewalks between Homefield Street and Fairlawn Avenue at an amount not to exceed \$107,700 with the City's 10% portion being \$10,770 and the remainder funded by 80% Federal and 10% State of Maine.

VOTE: 4-0

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

VOTED:

(010-2019) To ratify Change Order #3 to Bid 2018-022 for South Lisbon Street Pump Station with St. Laurent & Son for pavement needs due to condition of the road in the area at an amount not to exceed \$2,970.

VOTE: 4-0

VOTED:

To adjourn at 6:30 p.m.

Allen Ward
Clerk
Finance Committee