

FINANCE COMMITTEE MEETING
MINUTES
June 15, 2009

Attending:

Mayor Matthew Arnett	Sue Lessard Town Manager
Councilor William Shakespeare	Chip Swan, Public Works Director
Councilor Jean Lawlis	
Councilor Tom Brann	
Councilor Andre Cushing	
Councilor Shannon Cox	

The meeting was opened at 5:45 p.m. by Mayor Arnett.

1. Minutes of the June 1, 2009 meeting were reviewed. No changes were made and they were accepted by unanimous consent.
2. Financial reports for the month of May were reviewed by the Committee.
3. Warrants were distributed for signature and were accepted by unanimous consent.
4. Old Business
 - a. Maine Public Employees Retirement System Plan Change
Documents needed for 7/1/09. The Town Manager presented a document containing the language necessary to formally adopt the new Public Safety employees' retirement plan through the State. The contribution for the town will be 8.4% of salary. Any increase in percentage contribution requirements for the plan will be borne by the employees. Motion by Tom Brann, seconded by Shannon Cox to recommend to the full Council that they approve the document as presented. Unanimous vote.
 - b. Bid Results – Route 1A Sewer. The Public Works Director presented the bids for the Route 1A sewer project. Sargent Corp was the low bidder and it was the recommendation of the director that the low bid from Sargent be accepted. Motion by Shannon Cox, seconded by William Shakespeare to recommend to the full council that the low bid of Sargent Corp be accepted. Unanimous vote.
5. New Business
 - a. Bid Amount – Review of Policy. The Finance Committee reviewed the existing Town Council Bid Procedures. The existing bid requirement of \$4,000 for purchases and \$1,000 for sales is somewhat low considering the high cost of formal advertising that is required above those limits. Motion by Shannon Cox, seconded by William Shakespeare to recommend to the full Council the amendment of the Council Bid Procedures to change the bid amount to \$10,000 for purchases and \$5,000 for sales and in addition to use the website and Cable TV station to advertise for

purchases/sales below those amounts. Unanimous consent. Also discussed was the idea that the Town Manager should include on the consent agenda for the full council the purchase/sale of any items with a value between \$5,000 and \$10,000 for purchases and \$1,000 and \$5,000 for sales. He/she should also include these items on the Finance Committee agenda for notification purposes.

- b. Lawn Tractor – The Public Works director notified the Finance Committee of his intent to purchase a lawn tractor that was part of the 2009/2010 budget. The change in bid guidelines, if endorsed by the full Council, would make it unnecessary to go through the formal bid process.
- c. Garage Door Bids – The change in bid guidelines, if endorsed by the full Council would make it unnecessary to go through the formal bid process. The Public Works Director indicated that he was going to be able to get four new garage doors for just a little more - \$450 – than had been budgeted for two.

6. Public Comment – None.

7. Committee Member Comments – None

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Susan Lessard
Town Manager