TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA

Meeting Date: Tuesday, December 4, 2012 (3:00 pm)
Location: Stage Conference Room, Brighton Town Hall

1. Agreement for Animal Boarding and Veterinary Services (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement for boarding and veterinary services with the Animal Hospital of Pittsford for 2013 (see letter from M. Henderson).

2. Solicit Bids for Town Newsletter Printing (Recreation Dept.) - Request from Jerry LaVigne for Town Board authorization to seek bids for printing of the Town newsletter for 2013 (see letter from J. LaVigne).

3. Contract Renewal for 2013 Transportation (Recreation Dept.) – Request from Jerry LaVigne for Town Board action to authorize the Supervisor to execute a renewal agreement with Park Place Corporation Services for transportation services for the Senior's Program in 2013 at a rate of $89.98 per hour, an increase of 4% from 2012, plus adjustments for fuel prices (see letter from J. LaVigne).

4. Award Bid for Fire Alarm System (Public Works) – Request from Mike Guyon for Town Board action to award a bid and authorize the Supervisor to execute a contract with Kaplan-Schmidt Electric, Inc. in the amount of $140,700 to replace the fire alarm system at Town Hall and the Operations Center. Authorization is also sought to allow the Supervisor to execute change orders up to 10% collectively (see letter from M. Guyon).

5. Contract for Air Sampling at Farmhouse Demolition (Public Works) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute a contract with Paradigm Environmental Services Inc. in the amount of $1,380 to provide air sampling and analysis during the farmhouse demolition project. Authorization is also sought to allow the Supervisor to execute change orders up to 10% collectively. Paradigm is currently on City contract for these services (see letter from M. Guyon).

6. Authorize Contract with Monroe County for Snow & Ice Control Services (Highway Dept.) – Request from Tim Keef for Town Board authorization of the Supervisor to execute a renewal agreement with Monroe County Department of Transportation (MCDOT) in the amount of $321,360.30 for snow & ice control for the 2012/2013 season. The Town will be reimbursed by MCDOT for these services provided on county roads in the Town of Brighton (see letter from T. Keef).

7. <u>Contract to Install Gate and Fence (Highway)</u> – Request from Tim Keef for Town Board authorization to enter into an agreement with Empire Fence to install a swing gate and fencing at Clover Street and CSX right-of-way in an amount not to exceed $1,390 (see letter from T. Keef).

8. <u>Contract for Actuarial Services for OPEB Valuation (Finance)</u> – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute an agreement with the Burke Group to provide actuarial services for the valuation of other post-employment benefits (OPEB) as required by GASB 45 (see letter from S. Zaso).

9. <u>IRS Mileage Reimbursement Rate for 2013 (Finance Dept.)</u> – Request from Suzanne Zaso for Town Board action to authorize the change in the mileage reimbursement rate as indicated by the IRS standard rate for business use of employee's vehicles. The rate will be increasing by one cent to 56.5 cents per mile effective January 1, 2013 (see letter from S. Zaso).

10. <u>Financial System Software Maintenance Agreement (Finance Dept.)</u> – Request from Suzanne Zaso for Town Board action to approve a three (3) year contract for Standard Software Maintenance with New World Systems (NWS) to support the Town's financial software package with NWS. The annual costs for this agreement will be $10,165 in 2013, $10,775 in 2014 and $11,529 in 2015 (see memo from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Wednesday, January 2, 2013, at 1:00 pm**, in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.