

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday January 17, 2017 Meeting**

Attendees: Councilmembers Jason DiPonzo, Jim Vogel, Louise Novros, and Christopher Werner, Supervisor William Moehle, Mark Henderson, Roger Salmons, Mike Guyon, Tim Keef, Rebecca Cotter, Matt Beeman, Tricia VanPutte, Sue Wentworth, Elaine Ainsworth, Daniel Aman, Raymond Wager and Melissa Duerr of Raymond F. Wager, CPA, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:30 p.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

**Approval of Minutes:** Approved minutes from the January 3, 2017 meeting.

**Town Bid/Proposal Authorizations and Awards:**

Request for Proposals for Evaluation of Town Hall HVAC System (Facilities) – The FASC discussed with Mike Guyon his request for Town Board authorization to solicit requests for proposals for professional design services to evaluate the Town's HVAC system. Funding for the design services are in the 2017 budget. The FASC recommends the Town Board take favorable action on this matter.

Request for Proposals for Sanitary Sewer Improvements (Pubic Works/Sewer) – The FASC discussed with Mike Guyon his request for Town Board authorization to solicit requests for proposals for professional design services for the Blossom Road Sanitary Sewer Improvement project. Funding is anticipated through a 2017 bond.

The FASC recommends the Town Board take favorable action on this matter.

Solicit Bids for Various Goods & Services (Highway/Sewer/Public Works) – The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for various goods and services for provided for in the 2017 budget as listed in his communication.

The FASC recommends the Town Board take favorable action on this matter.

Solicit Bids for Various Goods & Services (Public Works/Parks/Facilities) – The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for various goods and services as provided for in the 2017 budget as listed in his communication.

The FASC recommends the Town Board take favorable action on this matter.

Bid Award for Bucket Truck Rental with Operator (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to award a bid for bucket truck rental (inclusive of operator) for 2017 to the lowest responsive bidder, High Falls Tree Service, for an amount not to exceed \$39,500. The FASC recommends the Town Board take favorable action on this matter.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Contract Renewal for Geese Control Services (Police Dept./Animal Control) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute a renewal contract with Geese Control of New York for geese control services for the period of April through November 2017 (excluding July) with no change in cost of \$650 per month. The FASC recommends the Town Board take favorable action on this matter.

Engagement Letter for Independent Audit and Accounting Services (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board authorization of the Supervisor to execute an Engagement Letter with Raymond F. Wager, CPA, P.C. to provide independent audit and accounting services to the Town (inclusive of the Y/E 2016 audit) for a base cost of \$24,165. This is the 4<sup>th</sup> of a 5-year agreement with the firm.

The FASC recommends the Town Board take favorable action on this matter.

Purchase and Maintenance Contract for Copiers (Info Systems) – The FASC discussed with Sue Wentworth her request for Town Board action to authorize the Supervisor to execute agreements with Toshiba to purchase 2 copiers for the Assessor and Court Justice Departments with 3-year maintenance from Toshiba Business Solutions.

The FASC recommends the Town Board take favorable action on this matter.

Contract for Advisory Appraisal (Assessor) – The FASC discussed with Elaine Ainsworth her request for Town Board action to authorize the Supervisor to execute an agreement with GAR Associates, Inc. for an advisory appraisal for the Country Club of Rochester for the 2018 Assessment Roll Update Project. The FASC recommends the Town Board take favorable action on this matter.

Amend Flexible Spending Plan (Personnel) – The FASC discussed with Suzanne Zaso her request for Town Board action to amend the Town's employee flexible spending plan (FSA) to allow for contributions to a health savings account. The FASC recommends the Town Board take favorable action on this matter.

**Budget Amendments and Transfers:**

No matters for this meeting.

**Personnel Matters:**

Appointment of Police Officer (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appoint a new Police Officer effective 2/13/17.

The FASC recommends the Town Board take favorable action on this matter.

**Other Matters for Action of the Town Board:**

Declare Copiers as Surplus (Info Systems) – The FASC discussed with Sue Wentworth her request for Town Board action to declare two copiers as surplus and to dispose of as junk.

The FASC recommends the Town Board take favorable action on this matter.

**Other Matters for Discussion Only:**

The FASC discussed with Raymond Wager and Melissa Duerr of Raymond F. Wager, CPA, P.C. the upcoming financial audit of the Town for the year ending 12/31/16. There was a discussion on new GASB Statements including #77 for Tax Abatements for Y/E 2016 and #75 to record full OPEB liability for Y/E 2018.

**Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

**Executive Session:**

The FASC went into executive session at 4:44 pm (motioned by Jason DiPonzo, seconded by William Moehle) to discuss the employment of particular people. The FASC exited executive session at 4:58 pm (motioned by Jason DiPonzo, seconded by Jason DiPonzo).

The FASC went into executive session a second time at 5:20 pm (motioned by Jason DiPonzo, seconded by William Moehle) to discuss the employment of particular people.

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, January 31, 2017 beginning at 3:30 pm** and will be held in the **Stage Conference Room** at Town Hall.