

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday January 31, 2017 Meeting**

Attendees: Councilmembers Jason DiPonzo, Jim Vogel, and Louise Novros, Supervisor William Moehle, Colleen Rogers, Elaine Ainsworth, Mark Henderson, Mike Guyon, Chad Roscoe, Tim Keef, Matt Beeman, 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 17, 2017 meeting.

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

Grant Acceptance and Budget Amendment (Justice Court) – The FASC discussed with Colleen Rogers her request for Town Board action to accept a JCAP grant in the amount of \$2,380.69 for video monitors in the court rooms and to amend the Court budget to appropriate the grant funds.

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

CDBG Grant Application (Public Works) – The FASC discussed with Chad Roscoe his request for Town Board authorization to submit a grant application to Monroe County CDBG to fund ADA sidewalk improvements at the Town Park located at 777 Westfall Road.

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

CDBG Grant Acceptance and Budget Amendment for Sanitary Sewers (Public Works) – The FASC discussed with Chad Roscoe his request for Town Board action to accept CDBG funding in the amount of \$40,000 for sanitary sewer repairs on Doncaster Road and Southland Drive and to amend the Sewer District budget for same.

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

### **Contracts and Contract Change Orders:**

Contract for Appraisal Services (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 a restricted use appraisal relating to an outstanding certiorari case at 2835 Monroe Ave. at a cost not to exceed \$4,000.

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

Contract with Skycoasters for the 2017 July 4th Celebration (Parks) – The FASC discussed with Matt Beeman his request for Town Board action to authorize the Supervisor to execute an agreement with the Skycoasters to perform at the Town's 2017 July 4<sup>th</sup> celebration for a total cost of \$3,500.

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

Contract for July 4<sup>th</sup> Fireworks Display (Parks) – The FASC discussed with Matt Beeman his request for Town Board action to authorize the Supervisor to execute an agreement with Young Explosives for the 2017 July 4th Town fireworks display for a total cost of \$11,400.

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

Amend Mitigation Agreement with Monroe Community College Association (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to amend the 2006 agreement between the Town of Brighton and the Monroe Community College Association, Inc. to provide mitigation of fire protection services provided to particular dorms owned by the Association on the campus of Monroe Community College (MCC).

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

### **Budget Amendments and Transfers:**

Appropriate Seized Funds for Patrol Jackets (Police Dept.) – The FASC discussed with Chief Mark Henderson his request from for Town Board action to appropriate \$4,200 from seized funds for the purchase of winter jackets the accommodate the wearing of body cameras.

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

2016 Budget Transfers and/or Appropriations (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to approve various budget transfers and appropriations to the 2016 budget as part of the year-end financial close process.

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

### **Personnel Matters:**

No matters for this meeting.

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

Amend to Town's Travel Policy (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to amend the provisions for meal allowances provided to employees traveling on Town business per the Town's Travel Expense Policy dated 8/10/05. This revision will tie the allowances to those set in the U.S. General Services Administration (GSA) allowances each fiscal year.

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

### **Other Matters for Discussion Only:**

The FASC discussed with Mike Guyon the responses to requests for qualifications for professional consulting services for the review of traffic impact studies as needed for future projects. After review of all proposals submitted, Town staff identified three firms as the most qualified to perform the requested services. The Public Works Department will bring back to the FASC and Town Board any contracts to be awarded utilizing any one of these firms for any future projects requiring a traffic impact study. Pre-authorizing these firms as qualified consultants for such service will assist in keeping within the short timeline on required SEQR review.

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

The FASC discussed with Tim Keef the request for funding for the purchase of a fume extractor and powered air purifying respirator (PAPR) and welding helmets to be used in welding operations at the DPW Operations Center. A formal request will be presented at a future FASC meeting.

### **Executive Session:**

The FASC went into executive session at 4:35 pm (motioned by Jason DiPonzo, seconded by William Moehle) to discuss the employment of particular people. The FASC exited executive session at 5:30 pm (motioned by Jason DiPonzo, seconded by William Moehle).

### **Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, February 14, 2017 beginning at 3:30 pm** and will be held in the **Stage Conference Room** at Town Hall.