

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, December 5, 2017 Meeting**

Attendees: Councilmembers Jason DiPonzo, Jim Vogel, Louise Novros, Supervisor William Moehle, Chief Mark Henderson, Tim Keef, Mike Guyon, Chad Roscoe, Ramsey Boehner, 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 November 14, 2017 meeting.

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

Reject Bids for Barn Renovations (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to reject all bids for the construction services to renovate a barn at 1435 Westfall Road for primary use as a Farmer's Market as they came in over budget.

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

**Grant Authorizations and Acceptances:**

CDBG Grant Acceptance and Appropriation (Public Works) – The FASC discussed with Chad Roscoe his request for Town Board action to accept a \$33,000 Community Development Block Grant to fund ADA sidewalk improvements at the Town Park located at 777 Westfall Road and to amend the 2018 Town Park revenue budget for same.

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

**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 2018 (excluding July) with no change in cost.

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

Contract for Cultural Resources Surveys (Historic Preservation) – The FASC discussed with Ramsey Boehner his request for Town Board action to authorize the Supervisor to execute an agreement with Bero Architecture PLLC to provide cultural resources surveys for designating landmarks.

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

Contract Renewal for Independent Risk Management Services (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Holfoth Risk Management, a division of Aldrich & Cox, Inc., to provide risk management services in 2018.

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.

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

Professional Services Agreement for Financial Services (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a professional services agreement with Municipal Solutions, Inc. for borrowing and fiscal advising services.

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

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

Budget Transfer for Street Signs (Highway) – The FASC discussed with Tim Anderson his request for Town Board action to transfer \$574 within the highway traffic sign account to purchase street sign making materials.

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

Budget Transfer for Facility Equipment (Town Facilities) – The FASC discussed with Suzanne Zaso her request for Town Board action to transfer funding to support the purchase of a tractor/mower for the Town Hall facilities and a water softener system for the Town Hall boiler system.

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

Also see Grant Acceptances for additional budget transfer.

### **Personnel Matters:**

Medical Renewal for Teamsters (Personnel) – The FASC discussed the request from Tricia VanPutte for Town Board authorization of the Supervisor to sign the 2018 AND 2019 medical renewal rates for the Teamsters health plans.

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

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

Commercial Insurance Policy Changes (Town Clerk/Finance) – The FASC discussed with Daniel Aman and Suzanne Zaso their request for Town Board authorization to amend the Town's Crime liability coverage limits and purchase a separate Cyber liability policy.

Commercial Insurance Policy Changes (Town Clerk/Finance) – Request from Suzanne Zaso for Town Board authorization to amend the Town's Crime liability coverage limits and purchase a separate Cyber liability policy

**Other Matters for Discussion Only:**

Discussion regarding HVAC study for Town Hall.

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

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, December 19, 2017 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.