

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, December 19, 2017 Meeting

Attendees: Councilmembers Jason DiPonzo and Louise Novros, Supervisor William Moehle, Chief Mark Henderson, Colleen Rogers, Tim Keef, Mike Guyon, Tricia VanPutte, Robin Wilt, 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 December 5, 2017 meeting.

Town Bid/Proposal Authorizations and Awards:

Bid Authorization for Blossom Road Sewer Improvement (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to solicit bids for construction services relating to the sanitary sewer improvements at Blossom Road.

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

Grant Authorizations and Acceptances:

Endorsement of Grant Documents (Farmer's Market) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to endorse and execute documents pertaining to two Dormitory Authority of New York (DASNY) grants awarded the Town in the amount of \$500,000 each for the Farmer's Market project.

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

Contracts and Contract Change Orders:

Contract for Vehicle Maintenance and Repair (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with Twelve Corners Mobil to provide vehicle maintenance and repair services to Town vehicles at a rate of \$42.50 per hour for the year 2018 with the option to renew for up to three additional years.

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

Contract for Vehicle Collision Repair (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with Austin Spencer Collision for Town vehicle collision repair services at a rate of \$38.00 per hour for the year 2018 with the option to renew for up to three additional years.

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

Contract for Court Security Services (Town Court) – The FASC discussed with Colleen Rogers her request for Town Board action to authorize the Supervisor to execute an agreement with J.T. Genier Security Inc. to provide court security services.

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

Contract Amendment for Farmers' Market (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute an amendment to the contract with In-Site Architecture in the amount of \$10,490 to revise the bid drawings and documents for the Farmers' Market Barn Renovation project.

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

Contract Renewal with Brighton Volunteer Ambulance – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2018 to provide emergency medical services in the Town in an amount not to exceed \$272,000.

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

Budget Amendments and Transfers:

Grant Appropriation for Farmers' Market (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to appropriate \$282,000 of grant funding into the capital project for the Farmers' Market Barn Renovation project.

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:

No matters for this meeting.

Other Matters for Discussion Only:

The FASC discussed with Tim Keef the possibility of transferring unused 2017 appropriations in the Highway Fund to purchase a replacement vehicle for the Deputy Highway Superintendent. This replacement is currently slated for 2019 per the Town's Capital Improvement Plan. The committee recommended holding on making this purchase.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into executive session at 4:22 p.m. (motioned by William Moehle, seconded by Jason DiPonzio) to discuss employment of particular people and litigation. The FASC exited executive session at 5:20 p.m. (motioned by William Moehle, seconded by Jason DiPonzio).

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, January 2, 2018 beginning at 1:00 p.m.**, and will be held in the Stage Conference Room at Town Hall.