

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, May 1, 2018 Meeting**

Attendees: Councilmembers Chairman Jason DiPonzio, Robin Wilt, Supervisor William Moehle, Jim Vogel, Chris Werner, Mike Guyon, Tim Anderson, and Paula Parker (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 April 17, 2018 meeting.

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

Bid Award for Blossom Road Sanitary Sewer Improvements (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to award the contract to Villager Construction, Inc. in the amount not to exceed \$395,945 (includes bid amount of \$359,950 plus 10% contingency \$35,995) with the Supervisor authorized to execute all change orders within the 10% contingency. It is noted that the public hearing being held on May 9<sup>th</sup> and the amendment resolution to the original bond amount of \$350,000, if adopted, will authorize the utilization of the additional cost of \$89,545 from the assigned, unappropriated fund balance in the consolidated sewer district (see memo from M. Guyon).

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

**Grant Authorizations and Acceptances:**

Clean Energy Block 3 Grant application authorization (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the preparation and application for a Monroe County Community Development Block Grant (CDBG) in the amount of \$5,000. Said funds, if awarded, will be utilized to off-set the cost of the replacement and installation of the LED lighting at the Town Hall facility as funding allows (see memo from M. Guyon).

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

**Contracts and Contract Change Orders:**

No matters for this meeting.

**Budget Amendments and Transfers:**

Authorize 2018 Budget Appropriation for purchase of equipment as outlined in the 2018 CIP Plan (Finance Department) – The FASC discussed with Paula Parker her request for Town Board action to authorize appropriations totaling \$298,500 (General Fund: \$67,470; Highway Fund: \$209,250; Consolidated Sewer District \$21,780) for the purpose of purchasing some of the less costly equipment as outlined in the 2018 CIP (see memo from P. Parker). Tim Anderson discussed with FASC the plan to purchase the smaller T450 Bobcat loaders for sidewalk plowing and other uses. This is a small change from the approved CIP plan, but one that is justified given the 5-foot sidewalks. The FASC recommends the Town Board take favorable action on this matter

Authorize budget transfer within same department (Public Works) – The FASC discussed with Mike Guyon the request from Evert Garcia for Town Board action to authorize a budget transfer in the amount of \$500 from A.DPW.1490.2.15 (Copy Equipment) to A.DPW.1490.4.12 (Office Supplies) to facilitate the purchase of the necessary in and paper supplies for the newly purchased plotter (see memo from E. Garcia).

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:**

No matters for this meeting.

**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, May 15, 2018 beginning at 3:30 p.m.**, and will be held in the Stage Conference Room at Town Hall.