

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, April 30, 2019 Meeting**

**ATTENDEES**

**FASC Committee members:**

Jason DiPonzo (Chair)  
Robin Wilt  
Supervisor William Moehle  
Paula Parker (Staff to the Committee)

**Other Town Councilmembers:**

Chris Werner  
Christine Corrado

**Department Heads/Other attendees:**

Bridget Monroe (Supervisor's Office)  
Mike Guyon (Public Works/Highway)  
Chad Roscoe (Public Works)

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 of the April 16, 2019 meeting.

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

Award bid for 2019 Sidewalk Project to Roman Construction – The FASC discussed with Chad Roscoe and Mike Guyon the request for Town Board action to award the bid for the 2019 Brighton Sidewalk Repair/Replacement Program to Roman Construction. Further authorization for the Supervisor to execute any contracts and related documents for this service. It was noted that the contract will be capped at a total of \$164,573 which is the 2019 budget amount (see letter from C. Roscoe).

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:**

Approve additional services for In.Site Architecture in the amount of \$4,945 – The FASC discussed with Mike Guyon his request for Town Board action to amend the contract with In.Site Architecture by adding \$4,945 to their contract pricing for the addition of services needed related to the Winter Farmer's Market Barn renovation project (see letter from M. Guyon).

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

## **Budget Amendments and Transfers:**

*\*this item was added after discussion regarding 2019 borrowing\**

\*Budget appropriation to purchase a 2-wheel drive pickup truck in the Highway Department (Highway Dept.) – The FASC discussed with Paula Parker the highway equipment (CIP) purchasing plan for 2019. After discussion it was agreed to approve a budget appropriation from the Highway's fund balance account D.909 as follows:.

To account:	D.HWY.5130.2.22	Trucks/Vans	\$30,000
From account:	A.909	Fund Balance	\$30,000

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:**

**DISCUSSION ITEM(S):** Bond Anticipation Note and Serial Bonds for projects and equipment – per the 2019-2021 CIP approved request – The FASC discussed with Paula Parker her request to have Bond Counsel prepare Serial Bond and Bond Anticipation Notes resolutions to approve the borrowing strategy for 2019. It is anticipated that the equipment (two large trucks) will be purchased via a serial bond in the amount of \$385,000; two projects (Highland Crossing Trail and Havens Road Reconstruction/Repaving) will be funded in year one with a bond anticipation note (BAN) for \$550,000. The BAN will be used due to the nature of the projects and their total costs being estimated. This will allow for the final serial bond to reflect actual costs. All of the anticipated bonds are subject to permissive referendum (see letter from P. Parker).

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

The resolutions will be placed on the Town Board agenda as soon as they are complete.

*\*this item was added after discussion regarding intermunicipal agreement\**

**DISCUSSION ITEM:** The FASC discussed with Mike Guyon the potential of an intermunicipal agreement with the City of Rochester for re-paving roads that have a short length that cross the Town of Brighton and end with just a very short length in the City of Rochester. The Town of Brighton would complete these types of roads in their entirety and then bill the City of Rochester for the portion of the road that is in the City. This would assure that the entire roads are completed. Mike will return to FASC with any agreement.

**\*\*Supervisor Moehle did excuse himself and was not present for any of this discussion\*\***

**DISCUSSION ITEM:** Community Choice Energy Aggregation Administrator Proposal Submission review – Discussion of the submitted Request for Proposals/Qualifications (RFP/Q) for the CCA Administrator. Three (3) proposals were received and reviewed. There was discussion regarding each of the proposals. Supervisor Seeley (Town of Irondequoit) will be setting up a meeting scheduled with all the participating municipalities so that each of the firms that submitted a proposal can present their proposals to the participating municipalities. Questions we have regarding any of the proposals should be given to FASC Chair Jason DiPonzo as soon as possible as the deadline for submission to Irondequoit is May 1<sup>st</sup>.

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

No matters for this meeting.

**Executive Session:**

At 4:10 pm there was a motion by Robin Wilt to enter an executive session to discuss collective bargaining with CSEA. This was seconded by Jason DiPonzo and all voted aye.

Due to the sensitive nature of these discussions, notes are not contained herein. There was a motion at 4:45 pm to end the executive session and continue the regular meeting by Robin Wilt. This was seconded by Jason DiPonzo and all voted aye. The regular meeting continued.

\*\*The FASC meeting was adjourned at 5:30 pm

**The next regularly scheduled meeting of the FASC will be held on Tuesday, May 14, 2019 at 3:30 p.m.** in the Stage Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**\*\*AS PER THE REGULAR SCHEDULE\*\***