

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, March 3, 2020 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Rebecca Cotter (Recreation)
Mike Guyon (Public Works/Highway)
Suzanne Zaso (Finance)
Bridget Monroe (Supervisor's Office)
Tricia VanPutte (Personnel)
From Raymond F. Wager, CPA, P.C.
Tom Zuber and Michael DeBadts, CPAs

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: Approval of Minutes – Received and filed the minutes of the February 20th, 2020 meeting.

Open Forum/Discussion: Tom Zuber and Mike DeBadts with Raymond F. Wager, CPA, discussed the process for the upcoming financial audit of the Town for the year ending 12/31/2019. This included the scope of services, risk assessment standards, general audit procedures, and upcoming GASB pronouncements. The final audit report is tentatively scheduled to be presented at the April 22nd, 2020 Town Board meeting.

Town Bid/Proposal Authorizations and Awards:

Authorize the solicitation of bids for the interior improvements to the Farmer's Market existing barn (Public Work's Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the solicitation of bids for the interior improvements on the Farmer's Market Barn. The bid documents are 80% complete and the project is ready to be let for bid. This is phase II of the project and funds have been appropriated (SAM grant) in the 2020 Capital Projects budget (see letter from M. Guyon).

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 renewal for 2020 & 2021 Employee Assistance Program (EAP) contract with Strong EAP (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to authorize the Supervisor to execute a two-year contract with Strong EAP for employee EAP services for a two year period beginning on January 1, 2020 and ending on December 31, 2021 in an annual amount to to exceed \$4,622 (or \$9,244 for both years). The contract represents a 3% increase from the 2019 contract. Tricia did note that she is extremely satisfied with the performance of Strong EAP during two recent situations that warranted employee support. The Team at Strong EAP was very professional and responsive (see letter from T. VanPutte).

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

Authorize Contract renewal with Roman Construction Development Corporation with a 3% increase proposed not to exceed \$169,200 (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to authorize a contract renewal with Roman Construction Dev. Corp with a 3% cost increase – in a total amount not to exceed \$169,200. This will complete approximately 1,590 and 14,149 square feet of Town wide and district sidewalks respectively. Funds are available in the 2020 Town Wide Sidewalk and Sidewalk Special District accounts (see letter from C. Roscoe). This contract was originally awarded in 2019 and 2020 represents the first of four possible renewals. After discussions with Roman, it was felt that a 3% increase is reasonable. Mike is very pleased with their work and responsiveness. This contractor also works well with our residents at resolving post construction issues.

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

(NOTE: This item was removed from the 3/11/2020 Town Board Agenda)

Budget Amendments and Transfers:

Approve budget transfer of \$2,815 in the Highway Fund budget (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to transfer funds in the Highway budget as follows:

| | | |
|-----------------------|--------------------|---------|
| From: D.HWY.5130.2.30 | Highway Equipment | \$2,815 |
| To: D.HWY.5140.2.13 | Computer Equipment | \$2,815 |

The funds are to be used to purchase a rugged laptop to allow Town mechanics to diagnose problems with Mack Trucks in the field (see letter from T. Anderson). The FASC recommends the Town Board take favorable action on this matter.

Approve Arborist Reimbursement and budget amendment for services (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve an arborist review of three trees in the Town's Right of Way on Clover St/Greenaway Road. The cost of the arborist will be reimbursed by the homeowner as per our Forestry Plan in the amount of \$720. This will require a budget appropriation to each of the accounts as follows:

| | | |
|----------------------|-----------------------------|-------|
| Rev: A.DPW.8020.2560 | Contracted Exp. Reimbursmnt | \$720 |
| Exp: A.DPW.8020.4.49 | Contracted Services | \$720 |

The homeowner has provided the Town with a check. This is just the first step in the process as outline in our Forestry Plan (see letter from M. Guyon).

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

Appropriate / Re-appropriate Capital Projects Budgets (Finance) – The FASC reviewed the list of re-appropriations and discussed with Suzanne Zaso her request to appropriate the approved 2020 budgeted capital projects; to re-appropriate the remaining budget estimates of unrealized revenues and expenses for the Capital Projects authorized prior to 2020; and to appropriate interest earned (excluding borrowed funds) (see memo and list from Suzanne Zaso).

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

Personnel Matters:

Authorize title change and amendment to Part Time Permanent & Seasonal Employee Wage Schedule (Recreation Dept.) – The FASC discussed with Rebecca Cotter her request for Town Board action to authorize and approve an amendment to the existing Part Time Permanent & Seasonal Employee Wage Schedule. The amendment will eliminate two titles – Recreation Supervisor (removed) and Recreation Leader titles. The Recreation Leader titles will be replaced with the Recreation Assistant titles. This amendment is to be in compliance with Civil Service changes affecting some of our Recreation titles. This will not impact any of the rates of pay on the schedule (see letter from R. Cotter).

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

Promotion from Motor Equipment Operator (MEO) to Construction Equipment Operator (CEO) effective March 16, 2020 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Brad Giddings from MEO to Construction Equipment Operator effective 3/16/2020. There will be a probationary period of 26 weeks, with all other terms as outlined in the CSEA bargaining unit agreement (see letter from M. Guyon).

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

Promotion from Laborer to Motor Equipment Operator (MEO) effective March 16, 2020 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Mr. Darrell Roberson from Laborer to Motor Equipment Operator (MEO) effective 3/16/2020. There will be a probationary period of 26 weeks, with all other terms as outlined in the CSEA bargaining unit agreement (see letter from M. Guyon).

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

Other Matters for Action of the Town Board:

Declare one 2009 Ford Crown Victoria Sedan in the Fire Marshal's Department as surplus to be sold at municipal auction (Public Work's Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to declare the 2009 Ford Crown Victoria Sedan VIN ending with 140711 as surplus to be sold utilizing either the Municipal online auction or the Municipal live auction this coming spring. This vehicle was replaced recently by acquiring a newer model vehicle from the Police Department (see letter from M. Guyon).

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

Other Matters for Discussion Only:

DISCUSSION: TO BE ADDED TO BOARD AGENDA: New Hire for Office Clerk III in Recreation Department – Rebecca Cotter will be making a final decision on filling this position; however this will not be done until after the FASC meeting today. Becky will forward a letter outlining the hiring details which will be placed on the Board Meeting agenda for March 11, 2020 under the executive session part of the agenda due to the sensitive nature of the appointment.

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

DISCUSSION: TO BE ADDED TO BOARD AGENDA: New Hire for Office Part Time Clerk II in the Sewer Department – Mike Guyon will be making a final decision on filling this position; however the communication was not done in time for today's FASC meeting. Mike will forward a letter outlining the hiring details which will be placed on the Board Meeting agenda for March 11, 2020 under the executive session part of the agenda due to the sensitive nature of the appointment.

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

(Note: The candidate turned down the offer of employment and this item will not be addressed at the 3/11/2020 Town Board meeting)

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

**The FASC meeting was adjourned at 5:00 p.m.

The next regularly scheduled meeting of the FASC will be held on **TUESDAY, MARCH 17, 2020 at 3:30 p.m.** in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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