

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, August 18, 2021 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Chief David Catholdi (Police Department)
Ramsey Boehner (Public Works)
Mike Guyon (Highway/Public Works)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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 August 4, 2021 meeting.

Town Bid/Proposal Authorizations and Awards:

Authorization to Request Proposals for Town Hall Evaluation Services (Public Works/Facilities Dept.) – The FASC discussed with Mike Guyon his request for Town Board action for authorization to prepare and solicit a request for proposals for professional design services relating to the Town Hall Building interior and exterior, including the updating of the HVAC system. Funds for these services have been awarded to the Town via a State and Municipal Facilities Grant (SAM) in the amount of \$300,000. Once proposals are received, the award of the contract will be presented to the FASC for their review and recommendation (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 Agreements for professional services for the Annual Rabies Clinic (Police Dept.) – The FASC discussed with Police Chief Catholdi his request for Town Board action to authorize the Supervisor to enter into agreements for professional services for two veterinarians (\$60/hour each) and two veterinary technicians (\$25/hour each) for the services to be performed on Saturday, October 2, 2021 at the annual Rabies Clinic. Total of all contracts will not exceed \$510 (no changes in terms or rates from the 2020 contracts). Funding is available in the Animal Control Budget (see letter from D. Catholdi). The clinic will run from 10 am to 12 noon.

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

Authorize an amendment to the Cohen Law Group contract in the amount of \$5,066.60 for additional time needed due to COVID (Public Works Dept.) – The FASC discussed with Ramsey Boehner his request for Town Board action to approve an increase in the Cohen Law Group's Wireless Telecommunication services contract in the amount of \$5,066.60 bringing the total contract to an amount not to exceed \$24,866.60. The additional amount is to fund the additional time needed to complete the project due in part to the COVID-19 pandemic and the need to update the Town's right-of-way permit (see letter from R. Boehner). It was noted that the Finance Dept. will be authorized to make the necessary budget amendments.

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

Award Professional Services contract to Bero Architecture PLLC for Cultural Resources Surveys Update and Preparation (Historic Preservation Dept.) – The FASC discussed with Ramsey Boehner his request for Town Board action to award the contract for Cultural Resources Surveys Update and Preparation to Bero Architecture, PLLC. Contract is in an hourly rate and will not exceed \$600 per property survey update and \$2,200 for a new survey. Funds are available in the Historic Preservation budget (A.HIST.7510.4.52) (see letter from R. Boehner).

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

Budget Workshop Schedule: Wednesday, August 18th and Wednesday, August 25th at 4:00 PM. These workshops will provide an opportunity to discuss the 2022 Department Heads budget requests with the Town Board (schedule attached).

The FASC will review the 2022-2024 Capital Improvement Plan (CIP) at the September 1st meeting.

Matters Tabled for Research and/or Discussion:

****This item will be moved to the agenda for the September 1st FASC meeting.****

Approve optional renewal of contract for refuse collection for Waste Management (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to approve the optional renewal contract for Waste Management of New York LLC for the 2022 calendar year. The effective date of the contract is January 1 2022 through December 31, 2022 with two of the original four additional renewal options remaining. The annual pricing will increase from the 2021 rate of \$253.14/unit to \$263.11/unit \$9.97 or a 3.94% increase (does not include Town Administration fees) (see letter from C. Roscoe).

This item was tabled pending discussions with Waste Management regarding sustainability and possible alternative refuse collection models – including organics as an example.

**The FASC meeting was adjourned at 9:25 am.

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, SEPTEMBER 1st, 2021 at 8:30 a.m.** in the Auditorium at Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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