

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, January 4, 2023 Meeting

ATTENDEES

FASC Committee members:

Robin Wilt (Acting Chair)
William Moehle
Paula Parker (Staff to the Committee)
Absent: Jason DiPonzio (Chair)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Mike Guyon (Public Works/Highway)
Gary Donofrio (Facilities)

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 – Receive and file the minutes of the December 20, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

Approve contract with Atlantic Testing Laboratories for an estimated base amount of \$13,355 for inspection and testing services related to the Farmers' Market project (Public Works) – The FASC discussed with Mike Guyon the request from Evert Garcia for Town Board action to award the RFP to Atlantic Testing Laboratories for inspection and laboratory testing services as related to the Farmers' Market Project. The estimated base amount of the contract is \$13,355 however any additional services will be charged at the rates as indicated on the fee schedule included in the contract (see letter from E. Garcia). FASC recommends the Town Board take favorable action on this matter

Authorization to solicit bids as necessary for goods and services as indicated and included in the 2023 budget (Public Works/Highway/Sewer Depts.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize solicitation of bids for goods and services as indicated in the attached communication. All goods and services to be bid have been included in the 2023 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon). FASC recommends the Town Board take favorable action on this matter.

Authorization to solicit bids as necessary for goods and services for Town Facilities as indicated and included in the 2023 budget (Public Works/Facility Dept.) – The FASC discussed with Mike Guyon and Gary Donofrio the request for Town Board action to authorize solicitation of bids for goods and services for Town Facilities as indicated in the attached communication. All goods and services to be bid have been included in the 2023 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon).

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 the Cyber Insurance Policy renewal at an annual rate of \$15,590 (Town Clerk) - The FASC discussed with Paula Parker the request from Dan Aman for Town Board action to approve the annual cyber insurance renewal contract and premium of \$15,590 (an increase of \$720 from the 2022 calendar year (see letter from D. Aman).

FASC recommends the Town Board take favorable action on this matter

Approve Snow & Ice Agreement with Town of Pittsford for Allens Creek Road for the 2022/2023 through 2026/2027 snow seasons (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve and authorize the Supervisor to sign the Snow & Ice agreement with the Town of Pittsford for snow & ice removal services for Allens Creek Road for the 2022/2023 – 2026/2027 snow seasons. The Town of Pittsford will reimburse the Town of Brighton at the same rate as Monroe County for snow & ice removal services on Allens Creek Road. It was noted that this contract will be for five (5) snow seasons instead of yearly (see letter from M. Guyon).

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

Approve agreement with Electronic Field Productions, Inc. (Supervisor's Dept.) – The FASC discussed with Paula Parker the request from Bridget Monroe for Town Board action to authorize the Supervisor to execute a contract with Electronic Field Productions, Inc. for the provision of providing video production and cable television management services. Contract will be effective January 1 through December 31, 2023 in an annual amount not to exceed \$52,000 (no increase from the previous year). Funds are available in the 2023 budget (see letter from B. Monroe).

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

Approve and accept ASL interpreter rates for 2023 (Supervisor's Office) – The FASC discussed with Supervisor Moehle and Paula Parker the request from Bridget Monroe for Town Board action to continue utilizing Interpretek for ASL interpreter services at the current 2022 rates (not change in rates for 2023) for the Town Board meetings (see letter from B. Monroe).

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

Approve a performance contract with Garth Fagan Dance for the Martin Luther King celebration on January 13th, 2023 at a fee of \$250 (Supervisor's Office) – Request from Miriam Moore for Town Board action to approve a performance contract with Garth Fagan Dance in an amount of \$250.00 for a performance on January 13th, 2023 for the Town of Brighton's Martin Luther King day celebration (see letter from M. Moore).

Budget Amendments and Transfers:

No matters for this meeting.

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.

The meeting was adjourned at 8:49 a.m.

The next regularly scheduled meeting of the FASC will be held on

Wednesday, January 18th, 2023 at 8:30 AM

in the **AUDITORIUM**** at Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

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