

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, August 16, 2023 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzo (Chair)
Robin Wilt
William Moehle
Earl Johnson (Staff to the Committee)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Evert Garcia (Public Works)
Rick Distefano (Public Works)
Chad Roscoe (Public Works)
Brendan Ryan (Public Works)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed all 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 2nd, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

Authorize Amendatory Agreement with Waste Management of New York to provide Refuse and Recycling Services to the Consolidated Refuse District for 2024. (Brighton Consolidated Refuse District) – The FASC discussed Chad Roscoe's request for Town Board action to authorize the Town Supervisor to renew the terms of the agreement with Waste Management of New York authorized at the 11/13/2019 Town Board meeting for the 2024 year at a price of \$284.52 per unit (4,555 units) per year, which is a 2.43% increase from 2023 (see letter from C Roscoe).

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

Reject bids for the 2023 Cured in Place Pipe (CIPP) Project due to lack of response and both received bids being higher than the current Monroe County CIPP contract (Public Works) – The FASC discussed Brendan Ryan's request for Town Board action to reject bids as advertised and opened on July 20, 2023 and authorize public works to rebid the contract which will include discrete bid items for hot water curing (the preferred method in residential neighborhoods). The 2023 Cured in Place Pipe Project contract has a one-year term with the option to renew for up to three years and any contract extension will be presented to FASC prior to authorization (see letter from B Ryan).

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

Grant Authorizations and Acceptances:

Authorize the Department of Public Works to accept a \$10,000 Clean Energy Communities (CEC) Grant from NYSERDA for the purpose of completing a Sustainability Oversight Committee priority project (Public Works) – The FASC discussed Brendan Ryan's request for Town Board action to authorize the Town Supervisor to accept this grant and for the Finance Department to make any necessary budget amendments to proceed with this project to replace the Carmen Clark Lodge furnace in Brighton Town Park with an air source heat pump that is more energy efficient, reduces carbon emissions and adds cooling to the building. This grant was available because the town earned enough points with NYSERDA by completing various projects related to clean energy initiatives (see letter from B Ryan).

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

Contracts and Contract Change Orders:

Award contract to Keeler Construction Company to install sidewalks along a portion of East Avenue in the amount of \$99,200 as part of the 2022 Monroe County CDBG Funded Project (Public Works) – The FASC discussed Chad Roscoe's request for Town Board action to award this project and authorize the Town Supervisor to enter an agreement with Keeler Construction as the lowest responsible bidder to the request for proposal (RFP) for the East Avenue Sidewalk Improvement project with authorization for the Finance Department to complete any necessary budget transfers and amendments based upon the CDBG award of \$84,898 (see letter from C Roscoe).

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

Award contract to Bergman Architects Engineers Planners to provide the professional services required to prepare the Rochester Multiversity Concept for a cost not to exceed \$74,795 (Public Works) – The FASC discussed Rick DiStefano's request for Town Board action to award this contract and authorize the Town Supervisor to enter an agreement with Bergman Architects Engineers Planners as the lowest responsible bidder to the request for proposal (RFP). This project is recommended by BikeWalkBrighton and Envision Brighton 2028 and works to link the University of Rochester, Rochester Institute of Technology and Monroe Community College by bicycle connections. At the end of 2019 the Town of Brighton was awarded grant funds from the Climate Smart Community Grant Program and will utilize a 50% match (\$23,500 municipal funds, \$28,000 in-kind services) from the Town of Brighton toward an expected project cost of \$103,000 (see letter from R DiStefano).

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

Other Matters for Action of the Town Board:

Authorize the Town Supervisor to certify the Town of Brighton's participation in the issuance of debt as described in the Certification of Municipal Official form provided by Municipal Solutions and approved in the July of 2021 resolution to borrow funds for the Library Roof Project. (Finance) – The FASC discussed Earl Johnson's request for Town Board action to authorize the Town Supervisor to certify the Town of Brighton's participation in the issuance of debt scheduled for September 5th, 2023, as approved by Res07-28-2021-09 with the actual borrowing being \$285,000 over 10 years.

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 10:25 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, September 6th, 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******