

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, October 18, 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:

Rebecca Cotter (Recreation)
Gary Donofrio (Facilities)
Evert Garcia (Public Works)
Tim Jason (Sewer)
Brendan Ryan (Public Works)
Pamela Post (Assessor)

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 October 4, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting

Grant Authorizations and Acceptances:

Request for the Town Board to accept a \$4,000 ESL Federal Credit Union gift to support the Town of Brighton IDEA Board planning (DEI) – The FASC discussed Miriam Moore's (Chief Diversity Officer) request for the Town Board to accept \$4,000 in funding from the ESL Federal Credit Union for IDEA Board planning related to a partnership with the Brighton School District and for the Finance Department to make the following budget amendment in 2023:

A.REC.7550.2705 Gifts and Donations	\$4,000.00
A.REC.7550.4.89 Supervisor Events	\$4,000.00

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

Contracts and Contract Change Orders:

Request for the Town Board to authorize the Town Supervisor to sign a contract with Sylvia Staples, an Assessment Consultant, for an anticipated 275 hours at \$75.00 per hour, to assist with the 2024-2025 revaluation project (Assessor) –

The FASC discussed Pamela Post's request for Town Board action to authorize the Town Supervisor to sign a contract with Sylvia Staples from November 1, 2023 through May 1, 2025, at a rate of \$75.00 and an anticipated 275 hours, to assist with the 2024-2025 revaluation project (see letter from P Post).

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

Request for the Town Board to authorize the Town Supervisor to sign a new agreement with the Monroe County of Transportation (MCDOT) for one (1) year with annual renewals upon mutual consent for up to four (4) additional years (Public Works) – The FASC discussed Evert Garcia's request for the Town Board to authorize the Town Supervisor, pending Town attorney approval, to sign a new agreement with the Monroe County of Transportation (MCDOT) based upon the technical and procedural modifications shown in Table 1, whose term is from Oct 1, 2023 – September 30, 2024, with annual renewals upon mutual consent for up to four (4) additional years (see letter from E Garcia).

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

Request for the Town Board to accept a \$5,000 Clean Energy Communities (CEC) grant for the purpose of leveraging other green energy incentives to install solar photovoltaics on Carmen Clark Lodge and authorize the Town Supervisor to enter into an agreement with ACES Energy to complete this work (Public Works) – The FASC discussed Brendan Ryan's request for the Town Board to accept the CEC grant in the amount of \$5,000 and apply for a 30% Inflation Reduction Act direct pay benefit so that solar photovoltaics can be installed at Carmen Clark Lodge for a final cost of \$18,908 (including grant) which would help reduce utility costs by 80%. Request also authorizes the Town Supervisor to sign an agreement with ACES energy to complete this work as low bidder in an amount not to exceed \$34,153 and authorize the Finance department to make necessary budget amendments to proceed with this project (see letter from B Ryan).

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

Budget Amendments and Transfers:

No matters for this meeting

Personnel Matters:

Request for the Town Board to approve the promotion of Nicholas Crandall to full-time Skilled Laborer (non-competitive) effective October 30, 2023 (Sewer) – The FASC discussed Steve Zimmer's request for Town Board action to promote Nicholas Crandall to the position of Skilled Laborer (non-competitive) with the Sewer Department at a rate of \$30.59 for a 40-hour work week in accordance with the current collective bargaining agreement with the Brighton CSEA unit with a twenty-six (26) week probationary period per week, effective on October 30, with funds available in the SS.Sewer.8120.1.10 account (see letter from S Zimmer).

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

Request for the Town Board to approve the immediate hire of two (2) Part-time, permanent Cleaners for the Facilities Department (Facilities) – The FASC discussed Gary Donofrio's request for Town Board action to approve the immediate hire of two (2) Part-time permanent Cleaners for 15 hours/week each, at the rate of \$16.39 starting November 11, 2023 (see letter from G Donofrio).

The Budget Amendment for 2023 will be:

A.DPW.1620.1.20 Part-Time Wages	\$3,500.00
A.DPW.1620.4.74 Memberships & Training	(\$3,500.00)

There are hours in the 2024 Budget to support these additional Part-Time Cleaner positions which will be re-evaluated when changes are made to facilities during renovation of the Town Hall.

FASC recommends the Town Board take favorable action on hiring the PM Part-time Cleaner position and re-evaluate the second cleaner position after the renovation of Town Hall.

Other Matters for Action of the Town Board:

Request for the Town Board to approve the disposal of equipment from the Highway and Sewer Departments that are no longer needed to support departmental operations (Highway & Sewer Departments) – The FASC discussed Steve Zimmer's request for the Town Board to approve the disposal of unneeded equipment including the Sewer's 2007 Gillette Gen-Pro Generator and the Highway's 2010 Dynapac plate temper (see letter from S Zimmer).

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

Discussion regarding the open Part-time Permanent Office Clerk III position in recreation and the upcoming request to fill the position (R Cotter, Recreation Director).

FASC recommends the Town Board take favorable action on this matter with letter from R Cotter to follow.

Executive Session:

No matters for this meeting.

Other Matters for Discussion Only:

Presentation of the Supervisor's 2023 Town Budget Report for the Six-month Period Ended June 30, 2023 (E Johnson, Director of Finance).

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

The meeting was adjourned at 9:25 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, November 1st, 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**