

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday March 20, 2012 Meeting

Attendees: Councilmember Christopher Werner (as Chair) , Supervisor William Moehle, Tim Keef, Mike Guyon, Mark Henderson, Andrew Robinson and Suzanne Zaso (as Staff to the Committee).

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:

Town Bid/Proposal Authorizations and Awards:

Rejection of Bids for Sanitary Sewer Rehabilitation (Sewer District) - The FASC discussed with Mike Guyon his request for Town Board action to reject all bids received for chemical grouting of sanitary sewers and to authorize the Public Works Department to rebid the project later this year. Of the three bids received, the lowest bidder omitted a substantial quantity of work and the other bids came in over budget.

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

Request to Solicit Proposals for Arborist Consulting (Public Works) - The FASC discussed with Tim Keef his request for Town Board authorization to allow the Public Works Department to solicit proposals to perform tree evaluations and reports on Town trees in 2012.

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

Award Bid for Sidewalk Replacement Program (Public Works Dept.) - The FASC discussed with Tim Keef his request for Town Board action to award a bid for the 2012 Sidewalk Replacement Program to the low, responsible bidder, Roman Construction Development Corp. of Pendleton, NY in an amount not to exceed \$205,000, and to authorize the Supervisor to execute change orders not exceeding 10% of the base contract. Funds are available in the 2012 budget for this expense.

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

Grant Authorizations and Acceptances:

Grant Acceptance for Community Development Block Grant (CDBG) (Public Works) - The FASC discussed with Mike Guyon his request for Town Board action to accept and authorize the Supervisor to execute any documents relating to the 2011 Community Development Block Grant (CDBG) award in the amount of \$41,750 for the installation of approximately 800 LF of sidewalks on the west side of Winton Road South. This project will be constructed in conjunction with the NYSDOT diverging diamond "betterment" project.

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

Contracts and Contract Change Orders:

No matters for this meeting.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Memorandum of Agreement with CSEA for Ten Hour Work Day (Highway/Sewer) - The FASC discussed with Tim Keef his request for Town Board authorization to enter into a memorandum of agreement (MOA) with the Civil Service Employees Association (CSEA) Union and Teamsters' Union (Foremen and Inspector titles only) for a ten hour work day schedule for the 2012 summer season. A similar MOA was signed with CSEA in 2009 with the intent to save money by reducing building utility costs and enabling more time in the day to complete projects thereby eliminating additional set-up time and costs by running over into an additional day or incurring overtime costs.

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

Request for Recruitment of Part-Time Cleaner (Shared Services) - The FASC discussed with Tim Keef his request for Town Board authorization to solicit applications for the presently vacant part-time Cleaner position in Shared Services.

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

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

The FASC discussed with the Commissioner of Public Works the unfilled, authorized part-time Clerk II position in the Sewer Department. It is the departments desire to fill this position in the near future by using funds budgeted for seasonal labor.

Matters Tabled for Research and/or Discussion:

Sick Leave Benefits for School Traffic Guards (Police) - The FASC discussed

with Chief Mark Henderson his request for Town Board action to memorialize the long-standing practice of allowing up to five paid sick days per calendar year for part-time School Traffic Guards. The FASC discussed this benefit at length and requested further discussion as to whether or not the Town will continue to provide this benefits to this employee group.

Executive Session:

The FASC discussed the employment of a particular person.

Next Meeting:

The next meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday April 3, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.