

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday May 15, 2012 Meeting**

Attendees: Councilmembers Christopher Werner (as Chair), Jason DiPonzio, and Louise Novros, Andrew Robinson, Jerry Lavigne, Ramsey Boehner, Mike Guyon, 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:**

Award Bid for Arborist Consulting Services (Public Works) – The FASC discussed with Mike Guyon and Ramsey Boehner the request from Tim Keef for Town Board action to award a bid and enter into an agreement with Jerry Peterson for Arborist Consulting Services. Three bidders responded to the request for Proposals with Jerry Peterson as the low responsible bidder at a rate of \$72 per hour. 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:**

Local Matching Funds for Monroe Avenue Green Innovation Grant – The FASC discussed with Mike Guyon his request for the Town Board to approve a resolution to provide 10% in matching funds to the NY State Environmental Facilities Corp. for the \$1.565 million Monroe Avenue Green Innovation Project. This commitment of local matching funds is necessary to finalize the grant agreement. The Town's 10% match will be met through Town crews providing construction services and labor as an in-kind contribution.

The FASC recommends the Town Board take favorable action on this matter, given the fact that no additional Town monetary contributions are required.

**Contracts and Contract Change Orders:**

Contract with Young Explosives for the 2012 July 4<sup>th</sup> Fireworks Display (Recreation) – The FASC discussed with Jerry Lavigne his request for Town Board action to authorize the Supervisor to execute a contract with Young Explosives in the amount of \$11,400 for the July 4<sup>th</sup> 2012 celebration. Jerry Lavigne explained that the amount spent on fireworks is in line with other municipal firework displays in Monroe County, and that the July 4<sup>th</sup> celebration is expected to be funded through donations or same-day ticket/vendor revenues. He also explained that Young Explosives performs all of the firework displays in the area and has an excellent safety record.

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

Amend Contract for Bank Courier Services (Court) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute an amendment to the existing agreement with Brinks Inc. to provide bank

courier services for the Brighton Town Court. This amendment is necessitated due to the buyout of HSBC Bank by First Niagara Bank, requiring deposits to be transported to a different location. The base contract price would increase from \$169.00 per month to \$199.33 (plus fuel surcharges) from June 1, 2012 to October 1, 2012 (the remainder of the current contract). The FASC discussed the possibility of discontinuing this courier service once the current contract period expires.

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

Contract for Veteran's Memorial Construction Documents and Administration and Request to Seek Bids (Public Works) – The FASC discussed with Mike Guyon his request for the Town Board to authorize the Supervisor to enter into an agreement with Bergmann Associates for \$17,000 to provide the balance on Phase III and IV consisting of construction documents and construction inspection/administration for the Veteran's Memorial Project. Sufficient donated funds are available in the Veteran's Memorial account to support this contract. In addition, Town Board authorization is sought to seek bids for construction.

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

Contract with Verizon Wireless for GPS Unit Mobile Device (Sewer) – The FASC discussed Request from Tim Keef for Town Board action to authorize the Supervisor to enter into a contract with Verizon for a 2-year data plan of \$39.99 per month for use with the Sewer GPS unit. Mike Guyon explained that this service will be invaluable as it will provide on demand accurate mapping (horizontal and vertical) to construction crews in the field.

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

### **Budget Amendments and Transfers:**

No matters for this meeting.

### **Personnel Matters:**

Extension of Temporary Employment and Increase in Hours (Building/Planning) – The FASC discussed with Ramsey Boehner his request for Town Board authorization to extend the temporary increase in hours for the Town's part-time Architect from 20 hours per week to 35 hours per week and to continue the temporary part-time Building Inspector position at 20 hours per week. Both extensions are requested until September 11, 2012. This request is necessitated by the extended medical leave of the Town's full-time building Inspector. The funding level of wages & benefits corresponding to this request is still below the amount originally budgeted in 2012 for the building inspector position.

The FASC recommends the Town Board take favorable action on this matter given that the request is budget neutral and will retain adequate staff coverage for building inspections.

Probationary Promotion to Motor Equipment Operator (Highway) – The FASC discussed the request from Tim Keef for Town Board action to promote Mr. Joseph Wesley to the position of Motor Equipment Operator in the Highway Department. The promotion would be effective as of May 28, 2012 and subject to the standard 26 week probationary period at an hourly rate of \$24.51 per the

CSEA union contract. Funding for this promotion is available in the 2012 budget due to recent retirements.

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:**

No matters for this meeting.

**Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

**Next Meeting:**

The next meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday June 5, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.