

**TOWN OF BRIGHTON TOWN BOARD  
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE  
MEETING AGENDA**

**Meeting Date: Tuesday, June 5, 2012 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Inter-Municipal Agreement with Monroe County for Tobacco Compliance Checks (Police Dept.) – Request from Chief Mark Henderson for Town Board action to approve and authorize the Supervisor to execute an agreement with Monroe County for Tobacco Compliance Checks for the period of 4/1/12 through 3/31/13. This contract allows for receipt of \$80 per compliance check to cover assistance by the Town's Police Dept., not to exceed \$2,000 (see letter from M. Henderson).
2. Bid Award for Town Hall / Public Safety Wing Roof (Shared Services) – Request from Mike Guyon for Town Board action to award a bid in the amount of \$398,677 to Elmer W. Davis Inc., the low, responsible and responsive bidder, for replacement of the roofs at the main Town Hall and the Public Safety Wing. Authorization is also requested to allow the Supervisor to execute any necessary change orders that do not collectively exceed ten percent (10%) of the awarded contract price (see letter from M. Guyon).
3. Discussion Only – Replacement of Town Hall and Operations Center Fire Alarm Systems.
4. Contract Amendment for HVAC Improvements (Shared Services) – Request from Mike Guyon for Town Board action to amend the 2011 contract with M/E Engineering for preparation of plans and specifications for the HVAC improvements at Town Hall to include \$135.50 for printing expenditures that were not included in the original contact (see letter from M. Guyon).
5. Requests for Proposals for Construction Observation Services at the Reserve (Public Works) – Request from Mike Guyon for Town Board authorization to seek request for proposals to provide full time construction observation services to oversee the installation of the stormwater management system and public infrastructure at the Reserve Subdivision. These expenses will be fully reimbursed by the developer or their contractor (see letter from M. Guyon).
6. Reject Bids for Compact Excavator and Request Re-bid (Sewer Dept.) – Request from Tim Keef for Town Board authorization to reject all bids received for a compact excavator for the Sewer Dept. and authorization to re-bid. The original bids were either withdrawn due to a misunderstanding in the bid documents or they had exceptions to the bid specifications (see letter from T. Keef).

7. Property Acquisition by NYSDOT (Sewer District) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute any and all documents relating to the acquisition by NYSDOT of approx. 0.065 acres of land and the temporary easement of approx. 0.048 acres of land, both of which are at the former Brighton Sewer Treatment Plant #5 location. This acquisition and temporary use is necessitated by the NYSDOT Outer Loop Lehigh Valley Project 9I390/Kendrick Road Phase I) (see letter from T. Keef).
8. Contract with Monroe County for Road Surface Treatment (Highway) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute an agreement with Monroe County for the Town Highway Dept. to surface treat Crittenden Road from W. Henrietta Rd. to East River Rd. and for the County to reimburse the Town for labor, materials, and equipment relating to the project (see letter from T. Keef).
9. Amendment to Flexible Spending Account Plan Document (Personnel) – Request from Gary Brandt for Town Board authorization to amend the existing Flexible Spending Account Plan Document as prepared by EBS/RMSCO to allow eligible part-time employees who purchase health insurance from the Town to do so on a pre-tax basis. Authorization is also requested to include the Teamster Union as being eligible to receive a monetary declination for health insurance. The cost to amend this document with EBS/RMSCO is \$300 (see letter from G. Brandt).
10. Resignation of Micro Computer Support Technician (Info Systems) – Request from Sue Wentworth for Town Board action to accept the resignation of Micro Computer Support Technician Jesse Rittenhouse effective May 16, 2012 (see letter from S. Wentworth).
11. Creation of Seasonal Computer Technician (Info Systems) – Request from Suzanne Zaso for Town Board action to create the title of a seasonal Computer Technician under Information Systems in the Finance Department and to add this new position to the Part-Time Permanent and Season Employee Wage Schedule in Group V, Step 1 (currently \$14.80 per hour) (see letter from S. Zaso).
12. Executive Session – Employment of a Particular Person.

The next regularly scheduled meeting of the FASC will be held **Tuesday June 19, 2012, at 3:30 pm**, in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.