

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday July 31, 2012 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor Bill Moehle, Andrew Robinson, Jerry LaVigne, Tim Keef, Mike Guyon, Kevin Hall, Ramsey Boehner, 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:

Request for Proposals for On-Line Recreation Programs (Recreation) - The FASC discussed with Jerry LaVigne his request for Town Board authorization to seek proposals for an on-line computer registration program for recreation programs and facility rentals.

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

Request for Proposals for Cultural Resources Survey (Historic Preservation) - The FASC discussed with Ramsey Boehner his request for Town Board authorization to seek proposals for a cultural resources survey for determining if properties are worthy of landmark designation.

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

Bid Award for Veterans Memorial Site Improvements - The FASC discussed with Mike Guyon his request for Town Board action to award a bid in the amount of \$59,995 plus two alternatives totaling \$4,973.52 to Birchcrest Tree & Landscape Inc. for site improvements to the Veterans Memorial. Authorization is also requested to allow the Supervisor to execute change orders not to exceed 10% of the total contract award of \$64,968.52.

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

Solicit Bids for HVAC Unit (Library Wing) - The FASC discussed with Mike Guyon his request for Town Board authorization to solicit bids to replace a rooftop 8-zone HVAC unit that is on the Library wing roof.

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

Solicit Bids for Fire Alarm System (Town Hall/DPW Operations) - The FASC discussed with Mike Guyon his request for Town Board authorization to solicit bids to replace the existing fire alarm systems at the Town Hall campus and at the DPW Operations Center. The current systems are obsolete and new parts cannot be obtained.

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

Bid Award for Compact Excavator (Sewer Dept.) - The FASC discussed with Tim Keef his request for Town Board action to award a bid in the amount of \$68,800 to Vantage Equipment for a new 2012 compact excavator. Vantage Equipment, while not the low bidder, was the only bidder who did not take any exceptions to the bid specifications.

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

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Contract Renewal for Refuse and Recycling Services (Refuse Districts) - The FASC discussed with Tim Keef his request for Town Board action to exercise the current contract renewal option with Waste Management to provide refuse and recycling services in the Town's special refuse districts for 2013 at an increased unit price of 1.01% (\$205.59 to 207.67 per unit per year). This expense will be accounted for in the 2013 refuse district budgets.

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

Investment Management Agreement for Service Awards Program (W. Brighton Fire Protection District) - The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to sign an agreement with Bank of America for investment management of the Service Awards Program for members of the West Brighton Fire Department.

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

Contract for Computer Database Maintenance (Fire Marshal) - The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute an agreement with Outsource PC to provide technical support to the permit and property maintenance database utilized by the Fire Marshal's Office. This contract will be effective immediately and end on December 31, 2012 with a rate of \$50 per hour and a contract maximum of \$500.

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

Budget Amendments and Transfers:

Budget Transfer for Slurry Seal (Recreation) - The FASC discussed with Jerry LaVigne his request for Town Board action to authorize a budget transfer in the amount of \$3,200 to cover the additional cost to slurry seal the parking lot at Buckland Park.

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

Trust Fund Transfer (Veterans Memorial) - The FASC discussed with Mike Guyon his request for Town Board action to authorize a transfer of \$5,000 from the Community Recycling and Beautification trust fund account to the Veterans Memorial trust fund account to purchase trees. These funds were received in 2011 from Waste Management through a Keep America Beautiful grant and are an appropriate use for the new trees.

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

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Bond Resolution (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board action to adopt a bond resolution for a maximum total of \$983,300 to provide financing for the replacement of the roof at Town Hall and the Public Safety Wing (\$418,600); replacement of the alarm system at the Town Hall Campus and the DPW Operations Center (\$283,700); replacement of an HVAC unit on the Library roof (\$75,000); and the purchase of one 6-wheel heavy duty dump truck (\$206,000).

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

Other Matters for Discussion Only:

The FASC discussed Tim Keef the recent mechanical breakdowns of the Town pool car that is utilized by the Fire Marshal's Office when all three employees are on staff. The department has made arrangements with the Police Dept. to utilize a vehicle when available. However, it was noted that additional funds for vehicle maintenance will need to be budgeted until a replacement vehicle can be purchased.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, August 14, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.