

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday August 14, 2012 Meeting**

Attendees: Councilmembers Christopher Werner and Jason DiPonzio, Supervisor Bill Moehle, Mark Henderson, Jerry LaVigne, Mike Guyon, Ramsey Boehner, Dan Aman, Dave Marcus, Dianne Burdette, 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 to Seek Proposals for Actuarial Services (Finance) - The FASC discussed with Suzanne Zaso her request for Town Board authorization to seek proposals for actuarial services relating to Other Post-Employment Benefits (OPEB) in accordance with GASB 45 provisions for valuating and disclosing these costs for reporting purposes.  
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:**

Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute agreements for professional services with two (2) veterinarians and two (2) veterinary technicians for services at the annual rabies clinic on Saturday, October 13, 2012. Total amount for these services will not exceed \$520. Funds have been budgeted in Animal Control for this purpose. This item was initially brought to the committee on July 17<sup>th</sup>, but was held for follow-up on possibly charging for the service of limiting it to Brighton residents. Research showed that other local municipalities are not charging for this service and it was decided have the service and not charge.  
The FASC recommends the Town Board take favorable action on this matter.

Contract with Skycoasters for July 4, 2013 Celebration (Recreation) - The FASC discussed with Jerry LaVigne his request for Town Board action to authorize the Supervisor to execute an agreement with the Skycoasters for the performance at the 2013 July 4<sup>th</sup> celebration in an amount not to exceed \$3,500. Funding will be available from donations or through the Recreation's celebrations budget. The committee discussed the value and popularity of having this band perform every 4<sup>th</sup> of July.

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

Contract for Construction Observation Services at the Reserve (Public Works) - The FASC discussed with Mike Guyon his request for Town Board action to award a contract to Chatfield Engineering 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.

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

Contract Amendment and Budget Amendment for U or R Environmental Review (DPW/Planning) - The FASC discussed with Ramsey Boehner his request for Town Board action to authorize the Supervisor to execute an amendment to the agreement with Stantec Consulting Group Inc. for the environmental review services as related to the University of Rochester South Campus I.P.D. An additional cost of \$9,600 is estimated bringing the total contract amount to \$58,600, all of which has or will be fully reimbursed to the Town by the U of R.

**Authorization is also sought to amend the 2012 Building and Planning Budget** for engineering services by \$9,600 to be fully supported by an increase in revenues-contractor expense reimbursement.

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

Contract Amendment and Budget Amendment for Clinton Crossings Corporate Center Environmental Review (DPW/Planning) - The FASC discussed with Ramsey Boehner his request for Town Board action to authorize the Supervisor to execute an amendment to the agreement with Stantec Consulting Group Inc. for the environmental review services as related to the Clinton Crossings Corporate Center (formally known as Senator Keating Blvd Office Project). An additional cost of \$14,915 is estimated bringing the total contract amount to \$50,915, all of which will be fully reimbursed to the Town by the applicant.

**Authorization is also sought to amend the 2012 Building and Planning Budget** for engineering services by \$14,915 to be fully supported by an increase in revenues-contractor expense reimbursement.

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

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

See Amendments Under Contracts.

### **Personnel Matters:**

Resignation of School Traffic Guard (Police) - The FASC discussed with Chief Mark Henderson his request for Town Board action to accept the resignation of Ms. Colleen Gill from the position of School Traffic Guard PT effective August 6, 2012.

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

Appoint School Traffic Guard (Police) - The FASC discussed with Chief Mark Henderson his request for Town Board action to appoint Ms. Marilyn Wamp to the permanent part-time position of School Traffic Guard at a rate of \$10,261 annually effective August 27, 2012.

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

### **Other Matters for Action of the Town Board:**

Donations for July 4<sup>th</sup> (Recreation) - The FASC discussed with Jerry LaVigne his request for Town Board action to accept donations totaling \$7,350 from various corporate sponsors for the July 4<sup>th</sup>, 2012 celebration.

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

### **Other Matters for Discussion Only:**

The FASC discussed with Suzanne Zaso, Dan Aman, Dave Marcus, and Dianne Burdette the current processes for depositing Town funds and the existing bank courier service. Further data was requested on enhancing the bank courier service and will be presented to the committee at a later date.

### **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, September 4, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.