

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday September 4, 2012 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor Bill Moehle, Sue Wentworth, Elaine Ainsworth, Mike Guyon, Tim Keef, Gary Brandt, Dan Aman, Dave Marcus, Brian Hart of Brown & Brown, 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:

Authorization to Bid for Pick-Up Truck (Highway) - The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for a new pick-up truck in the highway department to replace a recently totaled truck. Funding for this truck will be from insurance proceeds and will be requested when bid authorization is requested.

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 Amendment for Town Hall Roof (Facility Operations) - The FASC discussed with Mike Guyon his request for Town Board authorization to amend the contract with Clark Patterson Engineers to provide emergency services for air quality monitoring during the installation of the new roof on Town Hall and the Public Safety Wing. This situation arose due to strong odors omitted during the gluing of the new roof on the Public Safety Wing.

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

Contract with CIGNA for Voluntary Employee Short-Term Disability Plan

(Personnel) - The FASC discussed with Gary Brandt his request for Town Board action to authorize the Supervisor to sign a contract with CIGNA to provide a voluntary short-term disability (STD) plan for eligible full-time Town employees. This plan would compliment the existing long-term disability plan currently offered to this employee group, also through CIGNA. Employees who voluntarily participate in this benefit will be responsible for the full premium. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Transfer for Certiorari Attorney Services (Assessor) - The FASC discussed with Elaine Ainsworth her request for Town Board action to approve a budget transfer in the amount of \$15,000 from full-time wages to attorney fees in the Assessor's Office to cover anticipated certiorari attorney fees for the remainder of 2012. Funds are available in full-time wages due to a recent reorganization within the department. The FASC recommends the Town Board take favorable action on this matter.

Budget Transfers and Appropriation (Finance) - The FASC discussed with Suzanne Zaso her request for Town Board authorization to make various budget transfers and an appropriation based on current year expenditures verses the adopted 2012 budget (see communication for detail). The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

Acceptance of Retirement of Police Officer Thomas Schirmer (Police Dept.) - This FASC discussed the request from Chief Mark Henderson for Town Board concurrence to accept, with best wishes, the retirement of Police Officer Thomas Schirmer effective September 22, 2012, after over 32 years of service. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Disposal of Fixed Assets at Auction (Information Systems) - The FASC discussed with Sue Wentworth her request for Town Board action to declare various computers as surplus and to authorize disposal at auction. The FASC recommends the Town Board take favorable action on this matter.

Disposal of Fixed Assets as Junk (Information Systems) - The FASC discussed with Sue Wentworth her request for Town Board action to declare various computer, printer, and IT equipment as surplus and to authorize disposal as junk as the items have no remaining value. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Dan Aman and Dave Marcus a proposal from BAS (the current software utilized by the Town Clerk's Office) for an online dog license service. The initial software and training would cost \$1,120 with an additional \$600 annually for software hosting and maintenance. The FASC response was favorable and they asked that a formal request and funding source be presented to the committee.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

Employment of particular people..

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, September 18, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.