

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday September 18, 2012 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Jim Vogel , Supervisor Bill Moehle, Andrew Robinson, Sue Wentworth, MaryAnn Hussar, Mike Guyon, Tim Keef, Gary Brandt, Dan Aman, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 2:00 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 Cable Television & Video Production Services (Cable) - The FASC discussed with MaryAnn Hussar and Sue Wentworth Ms. Hussar's request for Town Board authorization to seek proposals for professional services for cable television operations for Brighton public access and government channels and video production services for calendar year 2013. 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 Computer Database Consulting Services and Budget Transfer (DPW/HWY/Sewer) - The FASC discussed with Mike Guyon his request for Town Board authorization to amend the contract with Richard Cortina for consulting services relating to new software integrations in the Public Works, Highway, and Sewer departments for an additional amount not to exceed \$9,975 (\$15,975 in total) and for an extended period. Town Board authorization is also requested to transfer \$6,165 from highway wages to contracted services to provide the additional funding needed to support this contract amendment (the balance of the additional contract amount is available in current Public Works and Sewer District budgets.

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

Budget Amendments and Transfers:

See Contracts.

Personnel Matters:

Request to Create and Appoint Office Clerk III Position (Information Systems) - The FASC discussed with Sue Wentworth her request for Town Board action to create a permanent part-time Office Clerk III position under Information Systems and to appoint Ms. Gretchen Arnold to this position beginning at \$14.80 per hour at 20 hours per week. This position is in-lieu of the part-time Micro Computer Support position authorized but unfilled in the department. Ms. Arnold has held the Office Clerk III position on a temporary basis in the department since June. The FASC recommends the Town Board take favorable action on this matter.

Request to Create Volunteer Student Intern Position (Sustainability Oversight) - The FASC discussed with Mike Guyon his request for Town Board action to create a volunteer Student Intern position to support the efforts of the Sustainability Oversight Committee. Workers' compensation and general liability insurance for this position will be provided by the school that the student is enrolled in. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Declare Vehicle as Surplus (Highway) - The FASC discussed with Tim Keef the request from Tim Anderson for Town Board action to declare a 2011 Chevy Pick-up Truck that was totaled in an accident as surplus and to be authorized to be sold. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed the proposed 2013 Town Budget.

The FASC discussed bank courier services.

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, October 2, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.