

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday November 20, 2012 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor Bill Moehle, MaryAnn Hussar, Sue Wentworth, Jerry LaVigne, Sue Gardner Smith, Dave Marcus, 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:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Contract for Cable Television Programming (Cable) - The FASC discussed with MaryAnn Hussar and Sue Wentworth the request for Town Board action to authorize the Supervisor to execute an agreement with Electronic Field Productions Inc. for cable television programming and production services for 2013 in an amount not to exceed \$48,000.

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

Contract for Online Recreation Registration Program (Rec. Dept.) - The FASC discussed with Jerry LaVigne and Sue Wentworth the request for Town Board action to authorize the Supervisor to enter into an agreement with Cirilian Inc. dba REC1 to provide a hosted software service for recreation programming and scheduling inclusive of online registration and payment.

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

Contract with Rochester-Monroe County Youth Bureau (Rec. Dept.) - The FASC discussed with Jerry LaVigne his request for Town Board action to authorize the Supervisor to execute an agreement with the Rochester-Monroe County Youth Bureau for 2012 in an amount not to exceed \$7,211 to support the Town's Youth Asset Building Initiative.

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

Contract Renewal with Holfoth Risk Management for Independent Risk Management Services (Personnel Dept.) - The FASC discussed with Suzanne Zaso the request from Gary Brandt for Town Board action to authorize the Supervisor to execute an agreement with Holfoth Risk Management Services to provide risk management services in 2013 at a rate of \$110 per hour (an increase of \$5 per hour.) Holfoth, specifically Jim Hood, has provided this valuable service to the Town since the mid-1990s.

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

Contract for Winter Farmers' Market (Recreation) - This item was added to the agenda to discuss with Sue Garner Smith the current Winter Farmers' Market that is held in the gym at Brookside School and the opportunity to extend the market beyond December 31st through the winter and spring months until the Summer Market starts in May. It was recommended that the 2012 contract with Sue Gardner Smith to manage the market include an additional \$1,000 for November and December 2012 for a total 2012 contract of \$11,300. It was also requested that the 2012 appropriations for contracted services be increased by the \$1,000 to be fully supported by an increase in program revenues.

It was also noted that the 2013 contract for market management will also take into account the expanded Winter Market for the months of January thru May. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Declare Vehicle Surplus (Rec. Dept.) - The FASC discussed with Jerry LaVigne his request for Town Board action to declare one Chevy 2004 pickup truck as surplus and to dispose of at auction.

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

Revision to Town Hall Meeting Room Rental Rates (Town Clerk) - The FASC discussed with Dave Marcus the request of Dan Aman for Town Board action to increase the rates charged to outside organizations for renting meeting rooms at Town Hall beginning in 2013. While not many other municipalities in the area rent their meeting rooms out, a survey of those who do revealed that Brighton is charging substantially lower rates. In addition, the increased fees are to help offset the costs associated with a night security guard that is needed when rooms are rented and for the costs of room set-up and clean-up. The FASC recommends the Town Board take favorable action on this matter.

Revision to Returned (NSF) Check Fees (Town Clerk) - The FASC discussed with Dave Marcus the request from Dan Aman for Town Board action to increase the rates charged to individuals and organizations for returned checks due to insufficient funds or closed accounts from \$15 to \$20 beginning in 2013. This is the maximum fee that can be assessed per NYS General Obligations Law 5-328. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

No matters for this meeting.

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