

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday May 14, 2013 Meeting

Attendees: Councilmembers Chris Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Rebecca Cotter, Tim Keef, Mike Guyon , 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:

Solicit Proposals for Emergency Enclosures (Public Works) – The FASC discussed with Tim Keef his request for Town Board authorization to solicit proposals to secure vacant buildings as needed by the Town.
The FASC recommends the Town Board take favorable action on this matter.

Grant Authorizations and Acceptances:

Transportation Enhancements Program Grant Application (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the department to submit a grant application to the Transportation Enhancements Program (TEP) for funding of the construction and construction inspection phases of the Highland Crossing Trail (formally Highland Park/Canal Way Trail).
The FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Agreement with BCSD for Usage of Town Fuel Depot (DPW) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to enter into an agreement with Brighton Central School District to allow the District to utilize the Town's Fuel Depot at the DPW Operations Center.
The FASC recommends the Town Board take favorable action on this matter.

Agreement for Stormwater Maintenance Easement (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute an agreement with Rochester Gas & Electric for stormwater maintenance easement relating to a switchgear facility at RG&E Substation 251.

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

Supplemental Agreement #3 for Highland Crossing Trail (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to adopt a resolution endorsing Supplemental Agreement No. 3 to the Federal Aid Local Project Agreement for the Highland Crossing Trail (aka Highland Park/Canalway Trail) and identifying authorized staff to execute agreements, certifications, and reimbursement requests along with an understanding of said agreement and funding for the right-of-way acquisition and design of the project.

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

Budget Amendments and Transfers:

Budget Amendment for Increased CHIPS Funding (Highway) – The FASC discussed with Tim Keef his request for Town Board action to increase appropriations in Highway Road Materials by \$45,180.94 to be fully supported by an increase in funds from the NYS Consolidated Local Street and Highway Improvement Program (CHIPS).

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

Personnel Matters:

Appointment of Recreation Supervisor (Recreation) – The FASC discussed with Rebecca Cotter her request for Town Board action to appoint Ms. Christine Winter to the new Recreation Supervisor position in the Recreation Department effective May 28, 2013.

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

Appointment of Engineering Assistant (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to appoint Mr. Kyle Sears to the vacant position of Engineering Assistant in the Highway Department effective June 3, 2013.

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

Other Matters for Action of the Town Board:

Declare Vehicles Surplus for Auction (Parks Dept.) – The FASC discussed with Tim Keef and Suzanne Zaso the request from Matt Beeman for Town Board action to declare a 1997 Ford Thunderbird as surplus and to dispose of through auction.

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:

Bids for Replacement Ambulance (Ambulance District / Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to grant permission to seek bids for one replacement ambulance for the Brighton Ambulance Special District. The Rig Committee from Brighton Volunteer Ambulance (BVA) is recommending a smaller, less expensive ambulance with a Mercedes chassis be bid and purchased as a test for cost savings. The FASC Committee requested backup documentation from BVA on existing fleet maintenance costs and data used to determine that these new, smaller ambulances could potentially provide operational and maintenance cost savings. Upon contacting BVA subsequent to the meeting, BVA indicated that they will attend the next FASC meeting to discuss this matter.

Executive Session:

The FASC went into Executive Session at 4:47 p.m. (motioned by Jason DiPonzio and seconded by Chris Werner) to discuss the employment of particular people.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, June 4, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.