

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday June 18, 2013 Meeting

Attendees: Councilmembers Chris Werner and Jason DiPonzio, Supervisor William Moehle, Andrew Robinson, Rebecca Cotter, 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:

Award Proposal for Consulting Services for Monroe Ave Green Street Project (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to enter into an agreement with Barton & Loguidice, P.E. to provide professional services necessary to prepare design drawing in accordance to the scope outlined for the Monroe Avenue Green Street Project inclusive of soil borings and the development of a project website at a total cost not-to-exceed \$229,500. Funding for these services will be reimbursed by the Green Innovation Grant Program (GIGP).

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 Design of Highland Crossing Trail (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to endorse Supplemental Consultant Agreement #3 with Fisher Associates for additional design work relating to the Highland Crossing Trail at a cost not-to-exceed \$25,000. Federal Aid will cover 80% of these costs (or \$20,000) with the Town of Brighton and the City of Rochester sharing the difference of \$5,000.

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

Budget Amendments and Transfers:

Budget Amendment for Farmers' Market (Recreation/Finance Depts.) – The FASC discussed with Suzanne Zaso and Rebecca Cotter their request for Town Board action to increase appropriations in the Farmers' Market Contracted Services by \$2,600 and in Program Supplies by \$1,000 to be fully supported by an increase in Program Fees of \$3,600. This amendment is to support the year-round farmers' market and year-to-date revenues have already surpassed those budgeted by over \$4,000.

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

Budget Appropriation for Monroe Ave Green Street Capital Project (Finance) – The FASC discussed with Suzanne Zaso and Mike Guyon Suzanne's request for Town Board authorization to appropriate \$229,500 in engineering fees in the newly created Monroe Avenue Green Street Capital Project to be fully supported by NYS grant funding from the Green Innovation Grant Program. While the committee supported appropriating these funds for this purpose, it was the request of the committee to have the full estimated budget of \$1,565,000 for the project appropriated at this time.

The FASC recommends the Town Board take favorable action to appropriate the full estimated budget for the Monroe Avenue Green Street Capital Project.

Budget Appropriation for Highland Crossing Trail (Finance) – The FASC discussed with Suzanne Zaso and Mike Guyon Suzanne's request for Town Board authorization to appropriate \$25,000 in engineering fees and \$200,000 in right-of-way acquisition costs in the Highland Crossing Trail Capital Project to be fully supported by an increase in Federal Aid of \$180,000, funding from the City of Rochester of \$27,000, and Town funding of \$18,000. Town Board authorization is also sought to appropriate \$18,000 from General Fund Balance into the Brighton Town Park transfer to capital projects account to support the local share.

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

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

No matters for this meeting

Other Matters for Discussion Only:

Andrew Robinson, Budget Officer, distributed the draft 2014-2016 Capital Improvement Plan (CIP) and discussed the next steps of review and ranking by the Budget Review Task Force and anticipates bringing the CIP back to the FASC at their July 16th meeting with anticipated Town Board action at their July 24th 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, July 2, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.