

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday August 6, 2013 Meeting**

Attendees: Councilmembers Jason DiPonzio, James Vogel, Louise Novros, Supervisor William Moehle, Mark Henderson, Tim Keef, Rebecca Cotter, Gary Brandt; Dennis Meitz, Mike Murphy, and Jonathan Smith of Brighton Volunteer Ambulance; Brian Hart of Brown & Brown; and Andrew Robinson (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:**

Request to Solicit Proposals for HVAC Analysis (Public Works) – The FASC discussed with Tim Keef the request from Mike Guyon for Town Board authorization to solicit requests for proposals for professional design services to evaluate the existing HVAC system serving the public Safety Wing to address humidity and temperature control issues. Tim will return to the FASC after bids are received with a recommendation. The FASC recommends the Town Board take favorable action on this matter.

Award Bid for Ambulance Purchase and Budget Appropriation (Ambulance Special District) – The FASC discussed with Dennis Meitz of Brighton Volunteer Ambulance and Andrew Robinson the request for Town Board action to award a bid for the purchase of a 2013 ambulance to North Eastern Rescue Vehicles, Inc., in the amount of \$93,490. 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 for Out of District Sanitary Sewer Use (Sewer District) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to enter into an agreement with the Town of Henrietta to allow a new building project in the Town of Henrietta (Farash Campus for Jewish Education) to access the Brighton Consolidated Sewer District's sanitary sewer facilities for an initial entrance fee of \$800 per acres plus annual sewer use charges to be assessed and collected by the Town of Henrietta and paid to the Brighton Consolidated Sewer District. The FASC recommends the Town Board take favorable action on this matter.

**Budget Amendments and Transfers:**

No matters for this meeting.

## **Personnel Matters:**

Appointment of Office Clerk IV Part-Time (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appoint Ms. Karen Walsh to the position of Office Clerk IV Part-Time in the Records Division of the Police Department effective August 19, 2013 at a rate of \$13.18 per hour. The FASC recommends the Town Board take favorable action on this matter.

Appointment of Police Officer (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board authorization to make a conditional offer of employment to Mr. Zachary Hoag effective August 15, 2013 with an appointment effective date of October 1, 2013 at a starting salary of \$52,873. The FASC recommends the Town Board take favorable action on this matter.

Appointment of Laborer (Sewer District) – The FASC discussed with Tim Keef his request for Town Board action to appoint Mr. Alexander Fassanella to the vacant position of Laborer in the Sewer Department effective August 19, 2013 at a starting wage of \$17.35 per hour (see letter from T. Keef). The FASC recommends the Town Board take favorable action on this matter.

## **Other Matters for Action of the Town Board:**

No matters for this meeting.

## **Other Matters for Discussion Only:**

The FASC discussed with Chief Mark Henderson regarding the transfer of a 2008 Ford Crown Victoria from the Police Department to the Fire Marshal Department. It was determined that the Town would save significant money in repurposing the vehicle versus selling at auction.

## **Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

## **Executive Session:**

The FASC went into executive session at 4:30 pm (moved by Jason DiPonzio and seconded by Supervisor William Moehle) to discuss collective bargaining and also the employment of a particular person. Jason DiPonzio moved to exit executive session at 6:00 pm and was seconded by Supervisor William Moehle.

## **Next Meeting:**

The next regularly scheduled meeting of the FASC will be held **Tuesday, August 20, 2013, at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.