

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday September 17, 2013 Meeting**

Attendees: Councilmembers Chris Warner and Jason DiPonzio, Supervisor William Moehle, Tim Keef, Mike Guyon, Rebecca Cotter, Mark Henderson 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:**

Bid Award and Budget Appropriation for Tractor (Highway) – The FASC discussed with Tim Keef his request for Town Board action to award a bid in the amount of \$31,255 to Saxby Implement Corporation to purchase a tractor with snowplow and attachments. Town Board action is also requested to appropriate \$31,855 in the highway landfill tractor account to purchase the tractor along with a two-way radio to be fully supported by an increase in mortgage tax revenues of the same.

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:**

Change Order for Veterans Memorial Site Improvements – The FASC discussed with Mike Guyon his request for Town Board authorization to execute change order #2 with Birchcrest Tree and Landscape Inc. in the amount of \$32,960 for curbing at the Veterans Memorial site to be fully supported by donations and a grant.

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

Contract Renewal for WBFPD Service Award Program (Finance/WBFPD) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Penflex, Inc. for third-party administrative services for the West Brighton Fire Protection District's Service Awards Program. The total contract is estimated to not exceed \$4,200, a \$100 increase from last year. Given the current uncertain future status of the SAP, the FASC recommended that this contract be prorated if terminated before the end of the term (which is 11/1/13 – 10/31/14). After further discussion between Suzanne and Penflex, Penflex agreed to not request payment at this

point until a decision is made on the plan, at which point the fee will be adjusted accordingly.

With certainty of proration, the FASC recommends the Town Board take favorable action on this matter.

### **Budget Amendments and Transfers:**

Budget Transfer (Public Works/Parks) – The FASC discussed with Tim Keef the request from Amy Banker for Town Board authorization to make a budget transfer in the Parks Department of \$6,247.50 from Corbett's Glen Park landscaping services with \$3,123.75 going to Buckland Park maintenance equipment and \$3,123.75 going to Meridian Centre maintenance equipment to purchase two new field markers. Funds were remaining in Corbett's Glen for wood chips for the trail because the Town is receiving free woodchips from the Reserve project. The FASC recommends the Town Board take favorable action on this matter.

Appropriate of Forfeited Property Funds (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the appropriation of \$7,108.59 to expense account A.POLCE.3125 2.17 (law enforcement equipment) to be fully supported by a transfer from forfeited property funds (A 889.JSTCE) to purchase a new employee identification system

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

Also see bid item above for tractor purchase budget amendment.

### **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:**

The FASC discussed with Suzanne Zaso the analysis done by Budget Officer Andrew Robinson relating to expense, revenue, and fund balance utilization in the General, Highway, Library, and Sewer District funds along with a recommendation by the Budget Review Task Force for updated targeted fund balance ranges in each of these funds. The FASC recommends to accept as guidance the recommendation of the BRTF for unassigned fund balance target ranges as follows:

- General Fund 15-20%
- Highway Fund 10-15%
- Library Fund 2-5%
- Consolidated Sewer District Fund 15-20%

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

Change Order for Fire Alarm System (Public Works) – The FASC discussed with Mike Guyon his request to table his initial request for Town Board authorize to allow the Supervisor to execute a change order with Kaplan-Schmidt Electric, Inc. in the amount of \$15,936 to install a fire alarm system within the truck bays at the DPW Operations Center. Further information is being sought regarding fire code and a potential additional change order for the overall project.

Contact Extension for Brookside Lease (Finance/Recreation) – The FASC discussed with Suzanne Zaso and Rebecca Cotter the request for Town Board action to allow the Supervisor to execute an amendment to the lease agreement with Brighton Central School District for the leasing of a portion of the Brookside Elementary School Building to house the Brighton Recreation Department and Parks Department for a period extension of 1/1/13 through 6/30/14 with an automatic renewal for 7/1/14 through 6/30/15. Given that either party could terminate this contract effective 7/1/14 with written notice by 1/1/14, a revision to the terms was requested by the FASC to extend the contract until 6/30/15 with termination by written notice being requested by 7/1/14 which would give 1 year lead time as opposed to 6 months. Suzanne will reach out to the school district with this revised proposal.

Since the Town has not received a response back from the school district as of the Town Board meeting date of 9/25/13, this item has been tabled for a future 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 1, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.