

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday October 15, 2013 Meeting

Attendees: Councilmembers Chris Warner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Sue Wentworth, Chris Roth, Tim Anderson, Mike Guyon, Chad Roscoe, Matt Beeman, Gary Brandt 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 for Library Rooftop HVAC Unit and Appropriation of Repair Reserve Funds (Public Works/Finance) – The FASC discussed with Chad Roscoe and Mike Guyon their request for Town Board action to award a bid in the amount of \$108,000 to Pipitone Enterprises, LLC to replace the existing multi-zone HVAC unit on the Library roof and to authorize the Supervisor to execute the contract along with any change orders that do not collectively exceed 10% of the awarded contract price. In addition, an appropriation of \$58,000 from the Repair Reserve was discussed with Suzanne Zaso to fund the additional cost for the unit, engineering, and installation beyond the \$75,000 obtained through a BAN. A public hearing is required to appropriate the reserve funds and is requested for November 13, 2013.

The FASC recommends the Town Board take favorable action on these items.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Renewal Contract with Mohawk Valley Community College (MVCC) (Highway Dept.) – The FASC discussed with Tim Anderson the request from Tim Keef for Town Board action to authorize the Supervisor to execute an agreement with MVCC to continue to provide training and certification for the one-person snow plow program for the period of October 1, 2013 through March 31, 2014 at a total cost not to exceed \$5,370. MVCC is the sole provider of these services. The FASC questioned how many employees were already certified, as they are more than the number of one-person-plow routes and if outside training is required or if this training could be done by existing trained staff. It was noted that having trained backup personnel was essential to the operations given the nature of the work of clearing the streets and that new personnel also had not had the

opportunity for this formal training. This will be looked at going forward to evaluate if existing staff can train new staff.
The FASC recommends the Town Board take favorable action on this matter.

Amendatory Agreement with City of Rochester for Final Design and Right-of-Way Acquisitions for Highland Crossing Trail Project (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute a contract with the City of Rochester for costs associated with the final design and for right-of-way acquisitions pertaining to the Highland Crossing Trail. The 20% local share of the final design will be split 60% to the City and 40% to the Town. The local share of right-of-way acquisitions will be split based upon the which municipality the land is located.
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 Gary Brandt his request for Town Board action to authorize the Supervisor to execute an agreement with Holfoth Risk Management Services to provide risk management services in 2014 at a rate of \$115 per hour.
The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for 2014 Employee Assistance Program (Personnel) – The FASC discussed with Gary Brandt his request for Town Board action to authorize the Supervisor to execute a renewal agreement with the University of Rochester for the Strong Employee Assistance Program (Strong EAP) for 2014 for full-time and part-time permanent employees as a cost of \$4,349.06 (based on 202 employees at \$21.53 each). This is a 3% increase from the \$20.90 rate in 2013.
The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Transfer (Fire Marshal) – The FASC discussed with Chris Roth and Suzanne Zaso their request for Town Board action to authorize a transfer of \$670 from Contracted Services in the Finance Office budget to Vehicle Set-up in the Fire Marshal budget to cover the cost to repair vehicle lights and for vehicle markings. This markings will identify the 3 vehicles used in the Fire Marshal's department as such.
The FASC recommends the Town Board take favorable action on this matter.

Accept and Appropriate Donation (Police Dept.) – The FASC discussed with Suzanne Zaso the request from Chief Mark Henderson for Town Board action to accept and appropriate a \$1,500 donation from the Rochester Area Community Foundation into Police program supplies to be fully supported by an increase in donations. Funds will be used for the Brighton Police Youth Explorer Program.
The FASC recommends the Town Board take favorable action on this matter.

Note: Also see budget amendment item under Bid Awards above.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Disposal of Fixed Assets (Info Systems) – The FASC discussed with Sue Wentworth her request for Town Board action to dispose of as junk various computer equipment. It was noted that 3 of the items were previously located at an off-site facility utilized by a prior contractor for cable programming and did not appear to have been returned. It was asked that a follow-up with the prior contractor be made regarding the status of the equipment before requesting Town Board approval to declare the items missing. All other items were recommended to be presented for surplus.

Donations for July 4th Celebration (Parks/Recreation) – The FASC discussed with Matt Beeman his request for Town Board action to accept donations totaling \$4,100 from various corporate sponsors for the July 4th, 2013 celebration. 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:

The FASC went into executive session at 4:53 pm (motioned by Chris Werner and seconded by Jason DiPonzio) to discuss the employment of a particular person.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, November 5, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.