

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Monday December 30, 2013 Meeting

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

Request to Solicit Proposals for Trail Design (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to prepare and solicit proposals for professional design services for a multi-use trail from Elmwood Ave near Town Hall to Westfall Rd near Buckland Park. Funding is to be provided by the either the Parkland Trust Fund or the Parks Capital Reserve account.

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

Bid for Bucket Truck Rental with Operator (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to award a bid for bucket truck rental (inclusive of operator) for 2014 to the lowest responsible bidder, Arbor Tree Inc. The base bid is for \$89.48 per hour with a total contract amount not to exceed 254 hours or \$22,728. Bids were advertised and funds have been budgeted for this purpose in 2014.

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:

Contract for After-Hours Answering Service (Sewer Dept.) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an agreement with Action Telephone for telephone answering services after normal working hours and on weekends in 2014 for a cost not to exceed \$750 and with options to renew for three additional years. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Appropriation for Medium Dump Truck (Highway) – The FASC discussed with Suzanne Zaso her request for Town Board action to re-appropriate \$43,442 into the highway machinery truck account to purchase a medium-sized dump truck. These funds were initially transferred in 2013 for this purpose but since an award on the 2013 truck bid was not made by the Town Board until January 2014 the funding fell to fund balance in the highway fund.

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:

Maintenance Resolution for Monroe Ave Green Street Pilot Project (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to adopt a maintenance resolution relating to the Monroe Ave Green Street Pilot Project in the area of Citizens Bank. Said resolution will contain responsibilities of the Town pertaining to the project.

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

Other Matters for Discussion Only:

The FASC discussed with Rebecca Cotter and Suzanne Zaso possibility of processing refunds for Recreation Programs and Park Facility Rentals paid by credit card back onto the original credit card used for the transaction. Each request would be signed off by the Recreation Director or Parks Superintendent and then by the Finance Department before the credit is processed. All refunds processed on credit cards would go before the next available Town Board meeting for post audit of the Town Board. With these audit and control procedures in place, the committee is willing to allow these credit card refunds up to \$100 per transaction.

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, January 14, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.