

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday February 19, 2014 Meeting

Attendees: Councilmembers Christopher Warner and Jason DiPonzio, Tim Keef, Mike Guyon, Rebecca Cotter, Daniel Aman, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 9:00 a.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:

Blanket Bid Authorization (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to authorize the solicitation of bids, where necessary, for the purchase of materials for the upcoming Monroe Avenue GIGP Project in an effort to keep the project moving. No bids would be awarded without further Town Board authorization.

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 Term with Fibertech Networks for Fiber Interconnection and Dedicated Internet Services (Sewer/Public Works/Police) – The FASC discussed with Mike Guyon his request for Town Board action to amend the authorization of the Supervisor to enter into an agreement with Fibertech Networks to provide dedicated internet services to include a term of 3 years with month-to-month renewal thereafter for up to 6 months until a new contract or cancellation is executed.

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

Contract for Stop DWI and Amend Budget (Police Dept.) – The FASC discussed with Suzanne Zaso the request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Monroe County for the 2014 Stop DWI Enforcement program for a total of \$25,298.59. Since only \$22,600 was anticipated for the program in the 2014 budget, authorization is also requested to amend the 2014 Police Dept. budget by increasing anticipated Stop DWI revenues by \$2,698.59 and increasing appropriations in Law Enforcement Supplies by \$2,698.59.

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

Contract for Workers Comp Tail Claims (Finance/Personnel) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Northeast Association Management, Inc. (NEAMI) to provide tail claims administration for pre-2010 workers comp claims at no cost and to authorize a claims deposit with NEAMI of \$14,400. The contract will be for 1 year from the date of execution. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Amend Budget for Corwin Road Bridge Maintenance Capital Project (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to approve a budget amendment to the Corwin Road Bridge Maintenance Capital Project to reflect Board authorized spending and reimbursements. The FASC recommends the Town Board take favorable action on this matter.

Also see contract for Stop DWI above for additional budget amendment.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Declare Items as Surplus for Auction or Trade-In (Highway) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board action to declare a platform dump body & hoist and a vehicle mounted crane as surplus and authorize for auction and to declare a welder as surplus and to authorize for trade-in. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Daniel Aman and Rebecca Cotter the current contract with Intellicorp Records Inc. This contract has a provision to extend beyond the initial year for two additional one-year periods at the same terms; however Intellicorp is no longer providing the specified service in the contract. They have an enhanced service at an additional cost, which would still be less than what the other providers quoted a year ago. It was recommended that the Clerk return to Intellicorp with a request that they honor their contract renewal with the same terms.

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, March 4, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.