

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, May 6, 2014 Meeting**

Attendees: Councilmembers Christopher Werner and Louise Novros, Supervisor William Moehle, Daniel Aman, Tim Keef, Mike Guyon, 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:**

Award Bid for Attenuator (Highway/Sewer) – The FASC discussed with Tim Keef his request for Town Board action to award a bid to Comet Flasher, the low, responsive bidder, for the purchase of a trailer mounted attenuator in the amount of \$27,245. This piece of equipment is required on State roads when performing road work to direct traffic with a flashing arrow. Funds were budgeted for this purchase.

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

Award Bid for Street Sweeper (Highway) – The FASC discussed with Tim Keef his request for Town Board action to award a bid to Joe Johnson Equipment for the purchase of an Elgin Pelican street sweeper at a cost of \$190,900. Joe Johnson Equipment was the highest of the three bids received, however one bidder had 31 exceptions and the other bid was for a completely different designed sweeper than what was specified in the bid. Fund are being borrowed for this purchase.

The FASC recommends the Town Board take favorable action on this matter at their meeting of May 28, 2014 (after and estoppel notice has been publically posted).

Award Contract for Emerald Ash Borer Treatment (Public Works) – The FASC discussed with Tim Keef the request from Chad Roscoe for Town Board authorization to award a contract to Genesee Tree Services Inc., the low, responsive bidder, to provide treatment of the Emerald Ash Borer to Town owned trees only at a cost of \$31,971.90, with authorization of the Supervisor to execute any change orders collectively up to 10% of the awarded contract price.

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 #5 with Birchcrest Tree and Landscape Inc. in the amount of \$3,290.25 for a stone dust path from the parking lot to the Veterans Memorial. It was noted that current funding for the project is short by about \$670.

The FASC does not recommend that this change order move forward to the full Town Board at this time as funding is not available currently and the location of the path should be reviewed further.

Contract Amendment for Construction Observation Services at the Reserve (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to amend the contract with Chatfield Engineering to provide construction observation services for Phase 2 of the Reserve Subdivision. The estimated cost is \$28,080 and will be fully reimbursed by the developer (Costello & Son).

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

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

Budget Amendment for Street Light Relocation (Public Works) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board authorization to amend the 2014 town-wide street lighting budget by \$610 to reflect the cost to relocate two Town owned street lights that was reimbursed for by the contractor.

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

Budget Transfers and Appropriations (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to approve various budget transfers and appropriations to the 2014 budget to reflect changes that have occurred since the adoption of the 2014 budget.

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:**

Declare Equipment as Surplus for Auction (Police) – The FASC discussed with Suzanne Zaso the request from Chief Mark Henderson for Town Board action to declare a 25” television as surplus and authorize for auction.

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 3:40 pm (motioned by Chris Werner and seconded by William Moehle) to discuss the employment of a particular person. The FASC exited Executive Session at 3:55 pm.

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, May 20, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.