

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday June 17, 2014 Meeting

Attendees: Councilmembers Christopher Werner and Jason DiPonzio, Supervisor William Moehle, Mark Henderson, Gary Brandt, Tim Keef, Mike Guyon, Ian Shaffer (Student Intern) 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:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Contract for HVAC Evaluation in Public Safety Wing (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute an agreement with M/E Engineering PC, the low responsive and responsible bidder, for professional design and evaluation services for the existing HVAC system servicing the public safety wing at a cost not to exceed \$6,800 and additional authorization of the Supervisor to execute any change orders that do not collectively exceeding 10% of the contract amount .

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

Contract for Design of Salt Barn Roof Replacement (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute an agreement with SWBR Architects, the low responsive and responsible bidder, for professional design services to study, design, bid, and administer construction related to the replacement of the salt barn roof at a cost not to exceed \$13,460 and additional authorization of the Supervisor to execute any change orders that do not collectively exceeding 10% of the contract amount. Funding for this project will be provided by the issuance of bonds. The FASC recommends the Town Board take favorable action on this matter.

Lease Renewal for AT&T Cell Tower Rent (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute an amended lease agreement with NCWPCS MPL 28-Year Sites Tower Holdings LLC (former agreement with AT&T Wireless PCS, LLC) to lease space at 1941 Elmwood Ave. where AT&T has an existing cell tower and lease agreement. The amended agreement with the tenant, now Crown Castle who took over the AT&T leases, is for an initial period expiring on 7/31/19 with 3 automatic 5-year renewals. The rent would increase 10% on 8/1/15 (to \$17,457) annually (note that co-locaters pay an additional rent) and increase of 15% on 8/1/20 and at the beginning of each renewal period thereafter.

The FASC recommends that the Town Board take favorable action on this matter with contract approval of the Town Attorney.

Note: Due to not receiving a clean revision of the contract in a timely manner for the Town Board's 6/25/14 meeting, this item will be deferred to the 7/9/14 Town Board meeting for action.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Online Banking and Wire Services (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute agreements with First Niagara Bank to set-up online banking and wire transfer services for Town and Court accounts at First Niagara Bank.

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 3:30 pm to discuss the employment of a particular person (motioned by Jason DiPonzio and seconded by Chris Werner). They exited executive session at 3:45 pm.

The FASC went into a second executive session at 4:23 pm to discuss a matter of real property tax litigation.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday July 1, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.