

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday July 15, 2014 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, Jim Vogel, and Louise Novros, William Moehle, Elaine Ainsworth, Rebecca Cotter, Sue Gardner Smith, Gary Brandt, Tim Keef, Steve Zimmer, Todd Abbey, Tim Anderson, Mark Henderson, David Catholdi, J.P. O'Brien, Andrew Robinson, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 2:00 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:

Authorization to Solicit Bids for Lodge Renovations (Parks) – The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for renovations to the Carmen Clark Lodge at Town Park inclusive of replacing fixtures and appurtenances in the kitchen and bathrooms.
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 Extension for Assessment Software Services (RPS V4) (Assessor) – The FASC discussed with Elaine Ainsworth her request for Town Board action to authorize the Supervisor to execute an extension to the agreement with David Miller dba Assessment and Valuation Services (AVS) to provide consulting and updating services for the RPS V4 software at a cost not to exceed \$1,500.
The FASC recommends the Town Board take favorable action on this matter.

Amendment to Agreement with NYSDOT for Snow and Ice Control (Highway Dept.) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an amendment to the agreement with NYSDOT for snow and ice removal services due to the severity of the 2013/14 winter season.
The FASC recommends the Town Board take favorable action on this matter.

Contract Change Order for Sidewalk Repair and Replacement (Highway) – The FASC discussed with Tim Anderson his request for Town Board authorization of the Supervisor to execute a change order with Pro Construction for sidewalk replacement and repair in the amount of \$34,000 to allow an additional estimated 3,575 SF of repairs. The new contract not-to-exceed amount will be \$175,927. The FASC recommends the Town Board take favorable action on this matter.

Lease Amendment for AT&T Cell Tower Space 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 initial term is from adoption until 7/31/19 and will automatically renew for three (3) additional sixty (60) month terms. The new agreement provides a 10% rent increase on 8/1/15 to \$17,457 annually and 15% increases on 8/1/20 and each term thereafter. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Amend Self-Funded Dental Plan Document and Amend Benefits for Permanent Part-Time Employees (Personnel) – The FASC discussed with Gary Brandt his request for Town Board authorization to amend the plan document for the Town's self-funded dental plan to include the class of Permanent Part-Time Employees and request Town Board action to amend the benefit offering to a certain class of Permanent Part-Time Employees to allow for purchase of dental coverage through the Town at full cost to the employee. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Declare Flow Meters as Lost or Surplus (Sewer) – The FASC discussed with Tim Keef the request from Amy Banker for Town Board action to declare four (4) flow meters as surplus and dispose of as junk as they have no remaining value and one (1) flow meter as lost in the sewer system. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Rebecca Cotter and Sue Gardner Smith the purchase and installation of a wire mesh fence around the community garden to deter the animals from getting into the garden. Funding is available in the 2014 budget for this purpose.

The FASC discussed in detail with Budget Officer Andrew Robinson and various department heads and staff the draft 2015–2017 Town Capital Improvement Plan (CIP) along with rankings by the Budget Review Task Force. There was also a handout with the comments from the Sustainability Oversight Committee. After further review, a final version of the CIP is anticipated to be presented at the August 5th FASC meeting with adoption at the August 13th Town Board meeting.

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 August 5, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.