

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday November 18, 2014 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, MaryAnn Hussar, Sue Wentworth, Chris Roth, Mark Henderson, Tim Keef, Mike Guyon, Daniel Aman, 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 for Proposals for Farmer's Market (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to seek proposals for site plan and design services for a winter Farmer's Market and multi-use facility at 1435 Westfall Road utilizing existing farm structures. Grants in the amount of \$250,000 and \$150,000 have been secured to assist in the funding of this project.

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 for Cable Television Programming (Cable) – The FASC discussed with MaryAnn Hussar her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Electronic Field Productions Inc. for cable television programming and production services for 2015 in an amount not to exceed \$48,000 (no change from 2014).

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

Renewal of Intermunicipal Agreement with Town of Pittsford (Highway Dept.) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute a renewal agreement with the Town of Pittsford for snow and ice control services. The Town Pittsford will pay Brighton to plow Allens Creek Road for the 2014-15 snow season at the County's reimbursement rate.

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

Laserfiche Software Upgrade (Information Systems) – The FASC discussed with Sue Wentworth her request for Town Board authorization of the Supervisor to execute an amendment to the 2009 agreement with General Code to enhance the Laserfiche software utilized by several Town departments. Such enhancements include expanded search capabilities and tracking. The FASC recommends the Town Board take favorable action on this matter.

Contract with Rochester-Monroe County Youth Bureau (Rec. Dept.) – The FASC discussed with Suzanne Zaso the request from Rebecca Cotter for Town Board action to authorize the Supervisor to execute an agreement with the Rochester-Monroe County Youth Bureau for 2014 in an amount not to exceed \$7,213 to support the Town's Youth Asset Building/Positive Youth Development Initiative which is a mentoring program for middle and high school students. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for WBFPD Service Award Program (Finance/WBFPD) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Penflex, Inc. for third-party administrative services for the West Brighton Fire Protection District's Service Awards Program. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Transfers (Highway) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board authorization to transfer \$1,125 within the highway department to purchase five portable crane lifts. The FASC recommends the Town Board take favorable action on this matter.

Appropriate Seized Funds for Video Security System (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board authorization to appropriate \$55,970.41 from seized funds for the purchase of a building video security system. 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. 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:

Request to Name Volunteer Student Intern for SOC (Sustainability Oversight Committee) – The FASC discussed with Mike Guyon his request for Town Board action to name a new volunteer intern to the SOC to support Climate Smart Community initiative and assist in the completion of a greenhouse gas inventory. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Chris Roth his intent to recruit for a soon to be vacant position of part-time Assistant Fire Marshal. The prior assistant will be retiring from his position effective December 6, 2014.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into executive session at 4:20 pm to discuss the employment of particular people and a matter of litigation (motioned by Chris Werner and seconded by Jason DiPonzio). The FASC exited executive session at 4:35 pm (motioned by Chris Werner and seconded by William Moehle).

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday December 2, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.