

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday February 17, 2015 Meeting

Attendees: Councilmembers Chris Warner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Mark Henderson, Tim Anderson, 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:

No matters for this meeting.

Grant Authorizations and Acceptances:

Grant Acceptance and Budget Amendment (Town Justice) – The FASC discussed with Suzanne Zaso the request from Dianne Burdett for Town Board action to accept a grant in the amount of \$2,700 from the Justice Court Assistance Program (JCAP) to provide for the replacement of a high impact printer in the Court offices and to amend the 2015 budget to reflect the additional revenue and expenditure.

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

Contracts and Contract Change Orders:

Contract for HVAC Service Agreement (Public Works) – The FASC discussed with Mike Guyon the request from Tim Keef for Town Board authorization to enter into an agreement with Crosby-Brownlie, Inc. to provide HVAC diagnosis and repair services at Town Hall (specifically the West wing of Town Hall). Crosby Brownlie had the county contract which recently expired, however they are in the middle of this project and having them complete the project will be more cost effective than to change vendors.

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

Budget Amendments and Transfers:

Accept Donation and Appropriate Funds (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to accept a donation of \$400 from Lifespan of Greater Rochester for elder abuse training attended by police officers and to appropriate funds in the Police Dept.

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

Appropriate Highway Equipment Reserve (Highway) – The FASC discussed with Suzanne Zaso her request for Town Board action to appropriate \$40,000 from the highway equipment reserve to apply towards to purchase of a new ten-wheel heavy duty dump truck with plow. This appropriation is subject to permissive referendum.

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

Also see grant acceptance above for additional budget amendment.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Declare Equipment as Surplus (Highway/Sewer) – The FASC discussed with Tim Anderson his request for Town Board action to declare a street sweeper and pavement cutting wheel as surplus and to dispose of through auction or trade-in. The FASC recommends the Town Board take favorable action on this matter.

Declare as Surplus and Trade-In for New Two Bobcat Skid Steer Loaders - (Sewer) – The FASC discussed with Tim Anderson the request from Tim Keef for Town Board action to declare two Bobcat skid steer loaders as surplus and to authorize the trade-in of both loaders for new loaders as part of the Bobcat Equipment Buy Back Program for a net cost of \$2,752.50 each. The FASC recommends the Town Board take favorable action on this matter.

Declare as Surplus and Trade-In for New One Backhoe Loader (Highway/Sewer) – The FASC discussed with Tim Anderson the request from Tim Keef for Town Board action to declare two Caterpillar backhoe loaders as surplus and to authorize the trade-in of said loaders for two new loaders at a total net cost of \$22,226. 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:

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 3, 2015 beginning at 3:30 pm** and will be held in the **Downstairs Meeting Room** at Town Hall.