

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday March 3, 2015 Meeting**

Attendees: Councilmembers Chris Warner and Louise Novros, Supervisor William Moehle, Mark Henderson, Rebecca Cotter, 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:**

No matters for this meeting.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Contract for Property Room Special Review (Finance/Police Dept.) – The FASC discussed with Suzanne Zaso and Mark Henderson the request for Town Board action to authorize the Supervisor to sign an agreement with Raymond F. Wager, CPA, P.C. to perform a special review of the property room inventory in the Brighton Police Dept. as an add on to the firms services during their annual audit and review.

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

Amend Contract for Professional Consulting Services for Trail (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to amend the agreement with Bayer Landscape Architecture, PLLC to provide additional professional consulting services relating to the proposed trail through the former Farash property at a cost not-to-exceed \$2,375. Request is also sought to transfer \$2,375 from the parkland trust fund to the trail capital project to pay for said services.

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

Contract for Site Plan and Design for Brighton Farmer's Market (Public Works) – The FASC discussed with Mike Guyon and Rebecca Cotter the request for Town Board authorization of the Supervisor to execute an agreement with In.Site Architecture at a cost not to exceed \$118,000 to provide site plan and design services along with construction administration and inspection for a proposed permanent location of the Brighton Farmer's Market and multi-use facility at 1435 Westfall Road. Funding for these services will come from an already awarded grant.

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 \$600 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.

Budget Transfer for Program Coordinator Contract (Recreation) – The FASC discussed with Rebecca Cotter her request for Town Board action to transfer \$500 from part-time wages to support an increase of \$500 in the contract with Sue Gardner Smith to provide programming for the Farmers' Market and Community Garden.

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

Budget Amendment for Capital Projects (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board authorization to re-appropriate ongoing capital projects and create proposed new capital projects for 2015.

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

Also see contracts 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 Keef the request from Tim Anderson for Town Board action to declare various highway equipment as surplus and to dispose of through trade-in or scrap.

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

### **Other Matters for Discussion Only:**

Tim Keef discussed with the FASC the 2015 salt budget and concerns of running short given the harsh winter so far in 2015. Ninety-seven percent of the \$257,575 budgeted for salt in 2015 has been spent or ordered to date and there may be concern that the supply will not last through the year end depending on the balance of the current snow & ice season and when the weather turns again at year-end. Additional trending of past salt usage and overtime for snow & ice will be examined and this expenditure line will be closely monitored throughout the year. If needed, a source of additional funding will be recommended to the Board at a later date.

### **Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

### **Executive Session:**

The FASC went into executive session at 5:00 pm (motioned by William Moehle and seconded by Chris Werner) to discuss the employment of a particular person.

### **Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday March 17, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.