

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday April 14, 2015 Meeting

Attendees: Councilmembers Chris Werner, Jason DiPonzio, Louise Novros, and Jim Vogel, Supervisor William Moehle, Elaine Ainsworth, Chad Roscoe, Chief Mark Henderson, Andrew Robinson, Tom Zuber and Brian Luke of Raymond F. Wager, CPA, 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:

No matters for this meeting.

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 \$2,500. It was later recommended that authorization also be sought to allow the Supervisor to execute any future contracts with AVS so long as the annual contract amount does not exceed \$2,500.

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

Contract Extension with NYS DOT for Snow and Ice Control (Highway) – The FASC discussed the item presented by Tim Keef at the 3/31/15 FASC meeting requesting Town Board action to authorize the Supervisor to execute an extension with the NYSDOT for Snow and Ice Control on State roads in the Town for the 2016/17 season. Clarification was requested with regards to salt prices and contract period. All was confirmed.

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

Award Contract for Engineering Services for PSW HVAC (Public Works) – The FASC discussed with Chad Roscoe the request from Mike Guyon for Town Board action to award and authorize the Supervisor to sign a contract with M/E Engineering for design services to develop construction documents and to provide construction administration services related to the HVAC improvements in the Public Safety Wing of Town Hall to M/E Engineering P.C. for a cost not to exceed \$28,800. Authorization is also requested to allow the Supervisor to sign any change orders that do not collectively exceed 10% of the awarded contract price.

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 \$900 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.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

The FASC reviewed the draft reports from the 2014 audit along with management communications with Tom Zuber and Brian Luke from Raymond F. Wager CPA, P.C. Several items were highlighted such as the use of almost \$775,000 in overall general fund balance (which was about \$450,000 less than anticipated) and it was noted that the Town is keeping within its targeted fund balance ranges. The final audited statements will be presented at the April 22nd 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 May 5, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.