

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday September 1, 2015 Meeting

Attendees: Councilmember Jason DiPonzio, Supervisor William Moehle, MaryAnn Hussar, Sue Wentworth, Barb Snyderman, Steve Zimmer, Tim Keef, Mike Guyon, Dianne Burdett, Judge Karen Morris, Judge John Falk, Councilmembers Christopher Werner and Louise Novros via phone conference, 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:

Approval of Minutes: Approved minutes from the August 18, 2015 meeting and August 25, 2015 special meeting.

Town Bid/Proposal Authorizations and Awards:

Bid Request for HVAC Improvements (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to seek bids for the construction of HVAC improvements in the Public Safety Wing of Town Hall. 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:

Agreement for Graphic Design Services (Communications) – The FASC discussed with MaryAnn Hussar her request for Town Board authorization to enter into an agreement with Site Hub Inc. to provide graphic design services for street pole banners. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Appropriation for Environmental Review (Building/Planning) – The FASC discussed with Suzanne Zaso her request for Town Board authorization to appropriate \$39,430 received from an applicant for the environmental scoping and review of the proposed redevelopment of the Clover Lanes property into the engineering account of the Building & Planning budget, to be fully supported by the increase in revenues. 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:

Resolution to Establish Affordable Care Act Measurement Period (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt a resolution to establishing the measurement, administrative and stability periods for determining if ongoing and new employees constitute full-time employees under the Affordable Care Act.

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

Other Matters for Discussion Only:

The FASC discussed with Sue Wentworth and Barb Snyderman plans to convert the Town's current Time Warner Business Class email to Google Apps inclusive of Google Vault. Several Town employees participated in a 30-day trial of Google Apps and of Office 365 the consensus was to migrate to the Google Apps based on its ease of use and administration.

The FASC continued their June 30th discussion on the Town's current policy for non-represented employees that extends medical and dental benefits to same-sex domestic partners and whether to be extend this benefit to include opposite sex domestic partners or to eliminate the benefit for all non-married partners.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into executive session at 4:12 pm (motioned by Jason DiPonzio and seconded by William Moehle) to discuss the employment of particular people. The FASC exited executive session at 5:44 pm (motioned by Jason DiPonzio 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 September 15, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.