

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday October 6, 2015 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Elaine Ainsworth, Dianne Burdett, Chief Mark Henderson, Tim Keef, Tricia Van Putte, Ramsey Boehner, 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:

Approval of Minutes: Approved minutes from the September 15, 2015 meeting.

Town Bid/Proposal Authorizations and Awards:

Solicit Proposals for Cultural Resources Surveys (Historic Preservation) – The FASC discussed with Ramsey Boehner his request for Town Board authorization to seek proposals for professional services to update and prepare cultural resources surveys for designating landmarks.

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

Solicit Bids for Roof Replacement (DPW Operations) – The FASC discussed with Mike Guyon his request for Town Board authorization to seek bids for a replacement roof on a portion of the DPW Operations Center building.

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

Award Bid for Brickyard Trail Construction (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to award a bid to the low, responsive and responsible bidder, DiFiore Construction, for the construction of the Brickyard Trail at a cost not to exceed \$\$826,200 (inclusive of Alternates 5 & 6), with further authorization of the Supervisor to execute any change orders up to \$10,000 collectively.

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

Grant Authorizations and Acceptances:

Grant Application (Town Justice) – The FASC discussed with Dianne Burdett her request for Town Board authorization to apply for a Justice Court Assistance Program (JCAP) grant to purchase three surveillance cameras.

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

CDBG Grant Acceptance for Sidewalks (Public Works) – The FASC discussed with Tim Keef and Mike Guyon the request from Chad Roscoe for Town Board authorization of the Supervisor to execute a Community Development Construction Agreement Competitive Bid to provide \$40,000 in funding to install approximately 1,200 linear feet of sidewalks along the south side of Crittenden Road.

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

Contracts and Contract Change Orders:

Contract Amendment for Certiorari Appraisals (Assessor) – The FASC discussed with Elaine Ainsworth her request for Town Board action to amend the agreement with Midland Appraisals Associates Inc. to include two court ready appraisals for 717 and 797 E. Henrietta Road at a cost not to exceed \$7,820. The FASC recommends the Town Board take favorable action on this matter.

Amend Right-of-Way Agreement for Highland Crossing Trail (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to amend the agreement with the City of Rochester for right-of-way acquisitions as part of the Highland Crossing Trail project.

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

Contract Extension for Construction Observation Services at the Reserve (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to extend the contract with Chatfield Engineering to include construction observation services for the Brewerton Neighborhood of the Reserve Subdivision. All costs for these services will be fully reimbursed by the developer. The FASC recommends the Town Board take favorable action on this matter.

Contract Extension for Pool Usage by JCC (Recreation) – The FASC discussed with Suzanne Zaso the request from Rebecca Cotter for Town Board authorization of the Supervisor to execute an extension to the agreement with the Jewish Community Center through 10/31/15 with the option to renew through 12/31/15 to allow JCC members to use the Brighton High School pool during Town scheduled pool hours.

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

Contract Renewal for WBFPD Service Award Program (Finance) – 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.

Renewal Agreement with Monroe County for Joint Energy Purchases – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal Intermunicipal Co-operative Purchasing Agreement with Monroe County for the purchase of gas and electric for Town facilities and special districts.

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 \$500 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 Property Maintenance (Public Works) – The FASC discussed with Tim Keef the request from Amy Banker for Town Board action to transfer \$1,600 from landscaping at Buckland Park to the Building and Planning contacted services budget to support property maintenance costs. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendment for Brickyard Trail (Finance) – This item was added to the FASC agenda as part of a discussion on the funding for the construction of the Brickyard Trail. Suzanne Zaso has recommended that funding come from the Town's Parks Reserve and Quality of Life Reserve (expenditures from both reserves are subject to a permissive referendum) and from the Town's Parkland Trust Fund, all for a total of \$826,200.

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:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into Executive Session at 3:40 pm to discuss the employment of particular people and exited Executive Session at 5:00 pm (motioned by Jason DiPonzio and seconded by Chris Werner).

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday October 20, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.