

**TOWN OF BRIGHTON TOWN BOARD  
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE  
MEETING AGENDA**

**Meeting Date: Tuesday, October 20, 2015 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the October 6, 2015 meeting.
2. Contract for Internet Service (Info Systems) – Request from Sue Wentworth for Town Board action to authorize the Supervisor to execute a three-year renewal agreement with Time Warner Cable for an upgrade and renewal of the Town's existing Time Warner Cable Business Class internet service (see letter from S. Wentworth).
3. Budget Transfer for Heat Pump – Request from Suzanne Zaso for Town Board action to transfer \$7,025 from the Police Department to the Facilities budget to replace a broken heat pump in the Public Safety Wing (see letter from S. Zaso).
4. Renewal Rates for 2016 Medicare Health Plans (Finance) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to sign the renewal rates for the Medicare health plans offered to post-65 retirees and spouses through Excellus and MVP (see letter from S. Zaso).
5. Renewal Rates for 2016 Excellus Self-Funded Dental (Finance) – Request Suzanne Zaso for Town Board action to approve a renewal contract with Excellus Blue Cross Blue Shield for the 2016 self-funded dental plans offered to active and retired Town employees (see letter from S. Zaso).
6. Discussion – Medical plan offerings for 2016.
7. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, November 3, 2015 at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



TOWN OF BRIGHTON  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(585) 784-5250 Fax (585) 784-5373

2.

MEMORANDUM

To: The Honorable Finance Committee  
From: Susan Wentworth, Coordinator of Data Processing  
Date: October 20, 2015  
Subject: Time Warner Cable Business Class Internet Upgrade and Renewal

The Town of Brighton has used Time Warner Cable Business Class (aka TWCBC) Internet and email service since October 2000. The three year service agreement with TWCBC expired in August 2015.

The current charges without an agreement are \$386.09 per month. This service includes Internet service of 35 Mbps download x 5 Mbps upload, a Static IP Address and 150 Email accounts. Eliminating the Time Warner Email from our existing service would bring the current cost to \$288.09. The Email migration to Google Apps will be completed on October 24, 2015.

Time Warner has a fourth quarter promotion with a three year service agreement for \$259.99 per month for Internet service of 50 Mbps download x 5 Mbps upload with a Static IP Address. As the Town employees become more dependent on the Internet and email, the increased speed will provide better bandwidth for the Town's data needs. There are sufficient funds in the Information Systems budget, A.FINCE.1680 4.22 for 2015 and 2016.

This request is for Town Board approval to authorize the Supervisor to execute the attached Business Class Customer Service Order and Service Agreement for a three year term.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Susan A. Wentworth".

Susan Wentworth

cc. Suzanne Zaso, Director of Finance

3a.



SUZANNE ZASO, DIRECTOR OF FINANCE  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
Phone (585) 784-5210 Fax (585) 784-5396

October 20, 2015

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

Re: Budget Transfer for Heat Pump Replacement

Dear Board Members:

A heat pump in a section of the Public Safety Wing that services parts of the Police Department has stopped working. The Town has had Pipitone Enterprises, LLC (the current City contractor for HVAC services) evaluate the pump and they have recommended a replacement. The estimated cost of the repair from Pipitone is \$7,024.80. There currently is not sufficient funding in the 2015 facilities budget to cover this repair.

My formal request to the Town Board is to authorize a transfer of \$7,025 from the Police Department wages budget (A.POLCE.3120 1.10) to the Facilities repair budget (A.DPW.1620 4.41).

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Zaso".

Suzanne Zaso  
Director of Finance

CC: M. Henderson  
T. Keef  
M. Guyon  
S. Spencer

3b.

# PIPITONE

Enterprises, LLC

## HEATING • VENTILATION • AIR CONDITIONING SERVICE & INSTALLATION

25 East Buffalo Street ~ Churchville NY 14428

Office: (585) 889-0960/293-0961 Fax: (585) 293-0976

**NYS CERTIFIED WOMAN OWNED BUSINESS ENTERPRISES (WBE)**

### Quotation

Town of Brighton  
2300 Elmwood Ave  
Rochester, NY 14618

10/19/2015

RE: Police Department Replacement Heat Pump #15

Pipitone Enterprises is pleased to quote the replacement of HP15. Our scope of work is as follows.

- Remove ceiling tiles and grid
- Isolate, disconnect and lower old HP
- Reclaim and dispose of existing HP
- Provide and install new 36,000Btu HP
- Reconnect electric, loop, drain, and duct work as necessary
- Install old ceiling grid and tiles
- Start up and test

Labor- \$2,866.80

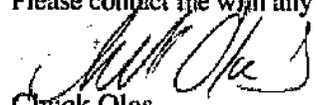
Material-\$4,158.00

Total- \$7,024.80

#### NOTE

- All work to be performed during normal work hours
- All control work to be provided by others
- If HP cannot be isolated from loop, additional cost will need to be added

Please contact me with any questions,



Chuck Olas

Service Coordinator

Email: Chuck@pipitoneenterprises.com

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

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SUZANNE ZASO, DIRECTOR OF FINANCE  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
Phone (585) 784-5210 Fax (585) 784-5396

October 19, 2015.

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

Re: Medicare Health Plan Renewals for 2016

Dear Board Members:

Attached are the renewal rates and plan summaries for 2016 for the Medicare Health plans that are currently offered through the Town to eligible post-65 retirees and post-65 retiree spouses. I am recommending that the Town Board authorize these plan options for 2016 and authorize the Supervisor to sign any related documents with the insurance carriers, Excellus BCBS and MVP Health Care.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Zaso".

Suzanne Zaso  
Director of Finance

CC: T. VanPutte

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October 19, 2015

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

Re: Dental Plan Renewals for 2016

Dear Board Members:

Attached are the proposed renewal rates and plan summaries for 2016 for the self-funded dental plans that are currently being offered through the Town to eligible employees and retirees. Based on experience, the Town's insurance broker, Brown & Brown of NY, has recommended that the equivalency rates for these plans remain unchanged from 2015. Please note that within these rates is an administrative fee that is charged by the third party administrator, Excellus BCBS. Excellus is proposing a 4% increase in this fee for 2016 (from \$3.66 per month per contract to \$3.81).

I am recommending that the Town Board authorize the renewal of the dental plans with no change in rates for 2016 and authorize the Supervisor to sign any related documents with Excellus BCBS.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Zaso".

Suzanne Zaso  
Director of Finance

CC: T. VanPutte