

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

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, Louise Novros, and Jim Vogel, Supervisor William Moehle, MaryAnn Hussar, Dianne Burdett, Tricia VanPutte, Tim Keef, Mike Guyon, Jerry Doberstein and Steve Smagala of Paris Kirwan, Loren Pratt and Shawn Roes of Comp Alliance, 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 October 20, 2015 meeting.

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 Cable Television Programming (Cable) – The FASC discussed with MaryAnn Hussar her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Electronic Field Productions Inc. for cable television programming and production services for 2016 in an amount not to exceed \$48,000.

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

Renewal of Intermunicipal Agreement with Town of Pittsford (Highway Dept.) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute a renewal agreement with the Town of Pittsford for snow and ice control services on Allens Creek Road for the 2015-16 season at the County's reimbursement rate.

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

Budget Amendments and Transfers:

Budget Appropriation of CDBG Sidewalk Funding (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to appropriate \$66,575 in pre-authorized grant funding from the Monroe County Community Development Block Grant program. This amount along with the \$40,800 already appropriated into the 2015 budget accounts for grants received from the CDBG program from 2013-2015 to be utilized for sidewalk construction along Crittenden Road.

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

Personnel Matters:

Appoint Part-Time Permanent Court Attendant (Court) – The FASC discussed with Dianne Burdett her request for Town Board action to appoint an on-call employee to the open position of permanent part-time Court Attendant effective November 11, 2015.

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

Promotion to Motor Equipment Operator (Highway) – The FASC discussed with Tim Keef his request for Town Board action to promote a particular person to the position of Motor Equipment Operator within the Highway Department effective November 16, 2015.

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

Health Declination Policy for Non-Represented Employees -(Finance/Personnel) – The FASC discussed with Suzanne Zaso and Tricia VanPutte their request for Town Board action to adopt a policy for non-represented, non-elected, full-time employees who decline health insurance through the Town.

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

Medical Insurance for Domestic Partners – The FASC discussed with Suzanne Zaso and Tricia VanPutte their request for Town Board action to amend the Town's policy on benefits for domestic partners.

The FASC acknowledges that a change to the policy is in order.

Other Matters for Action of the Town Board:

Declare Equipment as Surplus (Highway) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board action to declare certain equipment as surplus and authorize for disposal via auction or as junk.

The FASC acknowledges that a change to the policy is in order.

Other Matters for Discussion Only:

The FASC discussed with Jerry Doberstein and Steve Smagala of Paris Kirwin quotes received for the 2016 Town workers' compensation program. The FASC also listened to a presentation from Loren Pratt and Shawn Roes of the New York State Municipal Workers' Compensation Alliance regarding their program. This matter will be discussed again at the next FASC 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 November 17, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.