

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

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, Louise Novros, and Jim Vogel, Supervisor William Moehle, Chief Mark Henderson, Dan Aman, Rebecca Cotter, Mike Guyon, Ramsey Boehner, 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 November 17, 2015 meeting.

Town Bid/Proposal Authorizations and Awards:

Bid Award for Operations Center Roof Replacement (Public Works) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award to bid to Leo J. Roth Corp. in an amount of \$94,060 for the replacement of a portion of the roof at the DPW Operations Center and to authorize any change orders up to 10%, collectively.

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

Contract for Senior Transportation (Recreation) – The FASC discussed with Rebecca Cotter for Town Board action to authorize the Supervisor to execute an agreement with Platinum Limousine of Western New York to provide transportation services for the Senior Program in 2016 with the option to renew annually for four additional one-year periods per the terms of the bid specs.

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 Animal Boarding and Veterinary Services (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement for boarding and veterinary services with the Animal Hospital of Pittsford for 2016. The Animal Hospital of Pittsford is the only facility in the area to provide this 24 hour service. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for Geese Control Services (Police Dept./Animal Control) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute a renewal contract with Geese Control of New York for geese control services for the period of April through November 2016 (excluding July) with no change in cost at \$650 per month. The FASC recommends the Town Board take favorable action on this matter.

Contract for Cultural Resources Surveys (Historic Preservation) – The FASC discussed with Ramsey Boehner his request for Town Board action to authorize the Supervisor to execute and agreement with Bero Architecture PLLC to provide cultural resources surveys as needed for designating landmarks. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for Independent Risk Management Services (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Holfoth Risk Management, a division of Aldrich & Cox, Inc., to provide risk management services in 2016. The FASC recommends the Town Board take favorable action on this matter.

Financial System Software Maintenance Agreement (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a 5-year agreement with New World Systems to provide standard software maintenance for supporting the Town's financial management software package with NWS. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Appropriate Seized Funds for Police Body Cameras (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appropriate \$80,000 from seized funds in support of the purchase of 36 body worn cameras and related equipment and software services. The FASC recommends the Town Board take favorable action on this matter.

Budget Transfers and Appropriations (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to approve various budget transfers and appropriations to the 2015 budget. 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:

Public Hearing Request for Appropriation of Repair Reserve Funds (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to set a public hearing on December 23, 2015 on the appropriation of \$90,000 from the Town's Repair Reserve Fund to support the HVAC replacement project in the Public Safety Wing.

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

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 4:25 pm to discuss the employment of a particular person and a benefit policy (motioned by William Moehle and seconded by Chris Werner). The FASC exited executive session at 5:17 pm (motioned by William Moehle 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 December 15, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.