

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday January 5, 2016 Meeting

Attendees: Councilmembers Jason DiPonzio, Louise Novros, and Jim Vogel, Supervisor William Moehle, Tim Keef, 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 December 15, 2015 meeting.

Town Bid/Proposal Authorizations and Awards:

Bid Award for Bucket Truck Rental with Operator (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to award a bid for bucket truck rental (inclusive of operators) for 2016 to the lowest responsible bidder, Arbor Tree Experts, Inc. for a base bid of \$148.78 per hour for a total not to exceed 208 hours or \$30,946.24. It was noted that the hourly rate increased from \$78.48 the prior year due primarily to the need to have two operators instead of one.

The FASC recommends the Town Board take favorable action on this matter, however to keep the hours to a maximum of 200 as approved in the 2016 budget (which results in a maximum expense of \$29,756).

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Contract with Monroe County for All Seasons Services (Highway Dept.) – The FASC discussed with Tim Keef his request for Town Board authorization of the Supervisor to execute a renewal contract with Monroe County DOT for the Town to provide mowing, sweeping, and dead animal pickup on County roads in 2016. The FASC recommends the Town Board take favorable action on this matter.

Professional Services Agreement for Financial Services (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a professional services agreement with Municipal Solutions, Inc. for borrowing and fiscal advising services for 2016 and 2017.

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

Budget Amendments and Transfers:

No matters for this meeting.

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:

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 January 19, 2016 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.