

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday March 15, 2016 Meeting

Attendees: Councilmembers Jim Vogel, Louise Novros, and William Moehle, Tim Anderson, Mike Guyon, Tricia VanPutte, Karen Morris, Diane Burdett, and Andrew Robinson (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 March 1, 2016 meeting.

Town Bid/Proposal Authorizations and Awards:

Solicit Bids HVAC Unit (Public Works/Library) – The FASC discussed with Mike Guyon his request for Town Board authorization to solicit bids for replacement of a HVAC unit on the roof of the Brighton Memorial Library.
The FASC recommends the Town Board take favorable action on this matter.

Award Bid for Sidewalk Replacement Program (Public Works) – The FASC discussed with Mike Guyon and Tim Anderson the request to award the 2016 Sidewalk Replacement program (for Town and sidewalk district sidewalks) to Espana Enterprises, LLC in an amount not to exceed \$144,975 and to authorize the Supervisor to execute change orders not exceeding 20% of the base contract.

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:

Contract and Change Order for Culvert Lining Project (Public Works) – The FASC discussed with Mike Guyon his request to for Town Board authorization, nunc pro tunc, for the Supervisor to execute an agreement with Skanex Pipe Service, Inc. for Fairfield Drive Lining in the amount of \$96,500 and a change order in the amount of \$810 for equipment rental.

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

Contract for Yard Waste Processing (Highway) – The FASC discussed with Mike Guyon the request to authorize the Supervisor to enter in to an agreement with S.M. Gallivan for yard waste processing services at the Town landfill. The services would be at no cost to the Town with a 1 year option to extend.

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

Budget Amendments and Transfers:

Budget Transfer (Highway) – The FASC discussed with Tim Anderson his request to transfer \$5,315 from the Snow/Ice budget to Highway machinery budget to replace a sidewalk snowplow attachment.

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:

Declare Equipment as Surplus (Highway) – The FASC discussed with Tim Anderson his request for Town Board action to declare a 2002 Sterling Dump Truck, Tenco plow, and Tenco right wing plow as surplus and to dispose of the equipment at auction.

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 entered executive session at 4:15 pm to discuss the employment of particular people (motioned by J. Vogel and seconded by W. Moehle). The FASC exited executive session at 4:45 pm (motioned by J. Vogel and seconded by W. Moehle).

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday April 5, 2016 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.