

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

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Daniel Aman, Tim Keef, Mike Guyon, Chief Mark Henderson, 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 March 15, 2016 meeting.

Town Bid/Proposal Authorizations and Awards:

Bid Award for Mowing and Landscaping Services (Facilities/Parks/ Highway) – The FASC discussed with Tim Keef the request from Matt Beeman for Town Board action to award a contract to Extreme Lawn Care & Landscaping for mowing and landscaping services at Town facilities, parks and neighborhoods for 2016 with authorization to extend, administratively, for two additional one-year terms. This is a new vendor to the Town and they have bid a lower rate than what the Town was paying in the previous year.

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

Bid Award for Bus Shelters and Stormwater Planters (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to award a bid to furnish four bus shelters and stormwater planters along Monroe Avenue to Brasco International Inc. at a cost of \$43,500 plus authorization of the Supervisor to execute change orders up to 10% (collectively) of the bid award. It is intended that these purchase will be split over two years. Funds are available in the operating budget for the shelters and in the GIGP project for the planters.

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:

Highland Crossing Trail Supplemental Agreement #4 (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to adopt a resolution endorsing Supplemental Agreement No. 4 to the Highland Crossing Trail agreement which will provide Federal Transportation Enhancement Program (TEP) funding and identifies authorized staff to execute agreements, certifications, and reimbursement requests along with an understanding of said agreement and confirms local funding for the construction and construction inspection phase of the project.

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

Budget Amendments and Transfers:

Budget Transfer (Parks) – The FASC discussed with Tim Keef the request from Matt Beeman for Town Board action to transfer \$2,800 from supplies in Corbett's Glen Park to equipment in Buckland Park to be use towards to purchase of a replacement utility cart that was anticipated for 2016.

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

Budget Amendment for Replacement Rifle Sights (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appropriate a refund of \$4,605 for recalled rifle sighting optics to purchase replacement units.

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

Close Capital Projects (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board authorization to close four completed capital projects to reserve accounts as noted in her letter to the Board.

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 for Auction (Highway) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board action to declare items of equipment as surplus and authorize for 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:

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 April 19, 2016 beginning at 3:00 pm** and will be held in the Stage Conference Room at Town Hall.