

**TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

**Meeting Date: Tuesday, October 18, 2016, 2016 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the September 20, 2016 and October 4, 2016 meetings.
2. Budget Transfer for Emergency Tree Take Downs (Highway) – Request from Tim Anderson for Town Board action to transfer \$7,058 from various highway accounts to contracted services in the tree program budget to support removal of hazardous trees within highway right of way (see letter from T. Anderson).
3. Budget Transfer for Diagnostic Tools (Highway) – Request from Tim Anderson for Town Board action to transfer \$4,500 from the road salt account to machinery tools to purchase a scan tool and associated diagnostic programs to aid in diagnostic and repair of heavy duty Town trucks (see letter from T. Anderson).
4. Executive Session – Employment of particular people
5. Renewal Rates for 2017 Medicare Health Plans (Personnel) – Request from Tricia VanPutte for Town Board action to authorize the Supervisor to sign the renewal rates for the Medicare health plans offered to post-65 retirees and spouses through Excellus BCBS and MVP Health Care (see letter from T. VanPutte).
6. Award Bid for Ambulance Purchase and Budget Transfer/Appropriation (Brighton Ambulance Services District) – Request to award a bid as recommended by the Brighton Volunteer Ambulance rig committee for the purchase of a 2017 ambulance and authorization to transfer and appropriate funds within the Brighton Ambulance Services District for such purchase.
7. Authorization to Bid Construction Services for Farmers' Market (Public Works) – Request from Mike Guyon for Town Board authorization to seek bids for construction services to renovate the existing block barn at 1435 Westfall Road to be used for the Brighton Farmers' Market (see letter from M. Guyon).
8. Contract for Cable Television Programming (Cable) – Request from MaryAnn Hussar for Town Board action to authorize the Supervisor to execute an agreement with Electronic Field Productions Inc. for cable television programming and production services for 2017 in an amount not to exceed \$52,000 (see letter from M. Hussar).

9. Contract for Financial Software Upgrade (Finance) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to sign an agreement with Tyler New World for the software licensing and the implementation and training relating to an upgrade of the Town's financial software package through Tyler Technologies Inc. (formally New World Systems Corporation) (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, November 1, 2016 at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



Town Of Brighton

Operations Center

2.

October 12, 2016

Honorable Finance Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Re: Transfer of funds: Emergency Tree Take Downs

Honorable Members:

I recommend that a transfer be approved from the following:

Highway – Traffic Signs/Markings – Tools (A. HWY.3310 2.19) in the amount of \$118
and
Highway – Traffic Signs/Markings – Maint. Supplies (A.HWY.3310 4.11) in the amount of \$500
and
Highway – Highway/Sewer Facility – Maint./Repair Service (A.HWY.5132 4.41) in the amount of \$1,750
and
Highway – Parks – Landscape Services (A.HWY.7110 4.43) in the amount of \$1,200
and
Highway – Town Landfill – Postage (A.HWY.8160 4.81) in the amount of \$2,690
and
Highway – Town Landfill – Printing (A.HWY.8160 4.83) in the amount of \$800

To the following:

Public Works Dept – Tree Program – Contractor Serv. (A. DPW.8560 4.43) in the amount of \$7,058

The funds are proposed to be used for removal of hazardous and dead trees, including emergency take downs, within the Highway Right of Way. I am available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: M. Hussar
S. Zaso
T. Keef
A. Banker



Town Of Brighton

Operations Center

3.

October 14, 2016

Honorable Finance Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Re: Transfer of funds: Heavy Duty Truck Scan Tool

Honorable Members:

I recommend that a transfer be approved from the following:

Highway – Snow/Ice Control – Salt (D. HWY.5142 4.09) in the amount of \$4,500

To the following:

Highway – Machinery – Tools (D.HWY.5130 2.19) in the amount of \$4,500

The funds are proposed to be used for a purchase of a scan tool and associated diagnostic programs to aid in diagnosing and repairing of heavy duty town trucks. I am available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: M. Hussar
S. Zaso
T. Keef
A. Banker



5
Personnel Department

Tricia Van Putte
Director of Personnel

October 18, 2016

Honorable Town Board
Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Re: Medicare Health Plan Renewals for 2017

Dear Board Members:

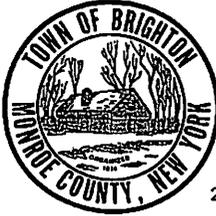
Attached are the renewal rates and plan summaries for 2017 for the Medicare Health plans that are currently offered through the Town to eligible post-65 retirees and post-65 retiree spouses. I am recommending that the Town Board authorize these plan options for 2017 and authorize the Supervisor to sign any related documents with the insurance carriers, Excellus BCBS and MVP Health Care.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

Tricia Van Putte
Director of Personnel

CC: S. Zaso



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

7.

October 11, 2016

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood A venue
Rochester, New York 14618

Re: Town of Brighton Winter Farmer's Market
Interior Barn Improvements
Construction Bid

Dear Councilperson DiPonzio and Committee Members:

The Town Board authorized In.Site Architecture to develop an overall concept and site development plan for the Town of Brighton winter farmer's market and prepare design and construction documents for the initial phase of the project at their March 11, 2015 meeting. The initial phase of the project includes renovating the existing block barn at 1435 Westfall Road which will ultimately be used for the Winter Farmer's Market. The construction documents are 80% complete and we would like to advance the project to the construction phase. Therefore, I am requesting that the FASC recommend that the Town Board authorize the Department of Public Works to solicit a request for bidders to provide those construction services necessary to renovate the existing block barn at 1435 Westfall Road.

No action as to awarding a contract will be considered without returning to this committee.

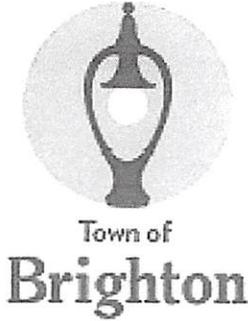
As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 18th meeting in the event that you have any questions regarding this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Michael E. Guyon, P.E.
Department of Public Works

Cc: Suzanne Zaso
Rebecca Cotter
Denis Conley
Tim Keef

8.



TOWN OF BRIGHTON
Communications Department

October 18, 2016

Honorable Finance Committee and
Members of the Town Board

Re: Agreement with Electronic Field Productions.

Dear Honorable Members:

I respectfully request authorization for the Supervisor to enter into an agreement with Electronic Field Productions Inc. for provision of video production and cable television management services for 2017 at an annual cost of \$52,000

Funds for this agreement are available in the adopted 2017 budget.

Thank you for your consideration.

Sincerely,

MaryAnn Hussar
Assistant to the Supervisor &
Communications Coordinator

xc: Suzanne Zaso, Director of Finance



Finance Department

Suzanne Zaso
Director of Finance

October 18, 2016

Honorable Town Board
Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: Financial Software Upgrade – Tyler Technologies Inc.

Dear Board Members:

As part of the 2017 capital improvement plan and anticipated budget, it is the intent to upgrade the Town's financial software that has been in use since 1995 and runs on a mid-range computer system. The current software and agreement are with New World Systems Corporation; however New World Systems merged with Tyler Technologies, Inc. in November 2015 and the succeeding entity is now Tyler Technologies, Inc.

As previously discussed with the Board during the CIP and annual budget process, it is the desire of the Finance Department to maintain the integrity of the existing software and data history by continuing with the same software provider as we move to a different platform with enhanced operational functions. As the overall project to implement and train on the new software and to convert historical data will take several months, along with the desire to lock in at current pricing levels, I am recommending that the Town Board authorize the Supervisor to execute an amended agreement with Tyler Technologies Inc. (previously New World Systems Corporation) to provide an upgrade to the Town's existing financial software with Tyler Technologies Inc., inclusive of project management, implementation, training, and annual software maintenance and support services at a cost not to exceed \$82,823.

I would be happy to respond to any questions that the committee or other members of the Town Board may have regarding this matter.

Sincerely,

Suzanne Zaso
Director of Finance