

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday September 6, 2016 Meeting

Attendees: Councilmembers Jason DiPonzio and Louise Novros, Supervisor William Moehle, Sue Wentworth, Elaine Ainsworth, Tim Keef, Mike Guyon, Matt Beeman, Dennis Meitz, Barb Sforza, and Cody Dean of Brighton Volunteer Ambulance, 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 August 17, 2016 meeting.

Town Bid/Proposal Authorizations and Awards:

Bid Award for Library Rooftop HVAC Unit (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to award a bid in the amount of \$73,500 to Pipitone Enterprises, LLC to replace an HVAC unit on the Library roof and to authorize the Supervisor to execute the contract along with any change orders that do not collectively exceed 10% of the awarded contract price. This base bid price is \$5,500 more than the authorized bond resolution for this project. It is anticipated that the Library will appropriate this difference from their fund balance.

The FASC recommends the Town Board take favorable action on this matter, however they recommend that pre-authorized change orders do not exceed \$3,500 in total.

Bids for Replacement Ambulance (Finance Dept.) – The FASC discussed with Cody Dean, Dennis Meitz, and Barb Sforza of Brighton Volunteer Ambulance the request from Suzanne Zaso for Town Board authorization to seek bids for one replacement ambulance for the Ambulance Services Special District. BVA is recommending that this ambulance bid be for a mini-mod (box & chassis) style as opposed to the previous two ambulance purchases that had a Sprinter style chassis.

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:

Renewal Contract for Refuse Collection Services (Refuse Districts) – The FASC discussed with Tim Keef his request for Town Board action to renew the 2015 contract with Waste Management of NY for weekly collection and disposal of solid waste and recyclables from the Town refuse districts in 2017. The original contract allowed up to 4 one-year renewals.

The FASC recommends the Town Board take favorable action on this matter and that the optional renewals for 2018 and 2019 be brought to FASC for discussion and renewal administratively if recommended by the Committee each year.

Budget Amendments and Transfers:

Budget Transfer for Software Purchase (Info Systems) – The FASC discussed with Sue Wentworth her request for Town Board action to transfer \$4,000 from computer equipment to software to purchase SQL Server software.

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

Create Project Budget for 2018 Roll Assessment Update and Appropriate Reserves (Finance/Assessor) – The FASC discussed with Elaine Anisworth and Suzanne Zaso the request for Town Board action to adopt a capital project budget for the 2018 Roll Assessment Update Project and to appropriate \$80,000 in reserves, subject to a permissive referendum, to support \$183,000 estimated project 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:

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.

Accept Sponsorships for July 4th Celebration (Parks) – The FASC discussed with Matt Beeman his request for Town Board action to accept \$5,400 in sponsorships for the July 4th, 2016 celebration.

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, September 20, 2016 beginning at 3:30 pm** and will be held in the **Stage Conference Room** at Town Hall.