

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

**Meeting Date: Tuesday, January 17, 2012 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Donation of Ear Plugs (Police Dept.) - Request from Chief Mark Henderson for Town Board acceptance of a donation valued at \$35 from an anonymous benefactor of ear plugs for use by members of the Brighton Police Department (see letter from M. Henderson).
2. Renewal Contract for Printing Services (Recreation Dept./Shared Services) - Request from Jerry LaVigne for Town Board action to authorize the Supervisor to renew a contract with Conolly Printing, the low responsive bidder, for the printing of the 2012 Town Newsletter. Rates and specifications will remain the same. Funds are available in the Recreation and Shared Services 2012 budget for this expense (see letter from J. LaVigne).
3. Renewal Contract for Distribution of Town Newsletter (Recreation Dept.) - Request from Jerry LaVigne for Town Board action to authorize the Supervisor to renew a contract with Perinton Publishing for the distribution services for the 2012 Town newsletters at the same rates as 2011. Funds are available in the 2012 budget for this expense (see letter from J. LaVigne).
4. Contract Renewal for Disposal Services (Town Hall/Parks) - Request from Tim Keef for Town Board to authorize the Supervisor to execute a one-year contract renewal with Youngblood Disposal Service for roll off dumpster & recycling services for the Town Hall, Buckland Park and Westfall Park (see letter from T. Keef).
5. Contract Renewal for Street Light Maintenance (Highway Dept.) - Request from Tim Keef for Town Board to authorize the Supervisor to execute a one-year contract renewal with Power and Construction Group for Street Light Maintenance. This service was originally competitively bid and awarded to Power Construction Group in 2011 (see letter from T. Keef).
6. Solicit Bids for Various Goods & Services (Highway/Public Works) - Request from Tim Keef for Town Board authorization to solicit bids for various goods and services for 2012 as listed in his communication (see letter from T. Keef).
7. Solicit Bids for Sanitary Sewer Repairs (Sewer District) - Request from Mike Guyon for Town Board authorization to prepare and solicit bids for chemical grouting to repair defective sanitary sewer pipes. The Dept. of Public Works inflow/infiltration study has identified roughly 10,000 lf of sanitary sewer that require repairs (see letter from M. Guyon).
8. Prepare Grant Application (Public Works) - Request from Mike Guyon for Town Board authorization to apply for a Monroe County Community

Development Block Grant (CDBG) of approx. \$44,500. The grant monies would fund a feasibility study to extend the sanitary sewer system to the East River/ Bastian/Norman/Helen Road area (see letter from M. Guyon).

9. Contract for Portion of Veteran's Memorial Phases III & IV (Public Works) - Request from Mike Guyon for Town Board to authorize the Supervisor to enter into an agreement with Bergmann Associates for \$7,685 to provide construction documents and construction inspection/administration for the Veteran's Memorial Project. Sufficient donated funds are available in the Veteran's Memorial account to support this contract (see letter from M. Guyon).

10. Authorization to Submit Grant Application (Public Works) - Request from Mike Guyon for Town Board authorization to apply for a Local Government Records Management Improvement Fund (LGRMIF) grant from the NYS Records and Archives to convert paper records in the department to digital format and to catalog into the Town's Laserfiche Electronic Document Management System (see letter from M. Guyon).

Next Regularly Scheduled Meeting: **Tuesday January 31, 2012, at 3:30 pm**, to be Held in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.