

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

**Meeting Date: Tuesday, February 14, 2012 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Contract for Background Checks (Recreation Dept.) - Request from Matt Beeman for Town Board action to authorize the Supervisor to execute a contract with Castle Branch, Inc. for employee background checks for 2012 at a rate of \$28 per search. Cost estimates for 2012 are expected to be between \$700 and \$840. Castle Branch was the lowest of three proposals received (see letter from M. Beeman).
2. Contract for Interpreter Services (Recreation Dept.) - Request from Matt Beeman for Town Board action to authorize the Supervisor to execute a contract with Kyla Edelman to provide interpreting services when requested for Recreation Programs. Ms. Edelman was the lowest of three proposals received at \$60 per hour or \$45 per hour for sessions lasting longer than two hours (see letter from M. Beeman).
3. Purchase Order Agreement for Certiorari Appraisal Services on W. Henrietta Rd. (Assessor) - Request from Elaine Ainsworth for Town Board action to authorized a purchase order agreement with Midland Appraisal Associates, Inc. for preliminary certiorari appraisals for 2654 and 2700 W. Henrietta Road for a total of \$5,000 (see letter from E. Ainsworth).
4. Purchase Order Agreement for Certiorari Appraisal Services at Linden Oaks (Assessor) - Request from Elaine Ainsworth for Town Board action to authorize a purchase order agreement with GAR Associates Inc. for preliminary certiorari appraisals for 70 and 80 Linden Oaks for a total of \$3,000 (see letter from E. Ainsworth).
5. Boarding Fees for Seized Animals (Town Clerk) - Request from Daniel Aman for Town Board action to increase the boarding fees for seized animals from \$11.50 to \$13.00 per day as a result of increased boarding fees charged by Pittsford Animal Hospital (see memo from D. Aman).
6. Disposal of Fixed Assets (Highway Dept.) - Request from Tim Anderson for Town Board authorization to dispose of as junk miscellaneous plows that are no longer needed by the department nor have any remaining value (see letter from T. Anderson).
7. Intermunicipal Agreement - Monroe County Home Improvement Loan Program (Pubic Works) - Request from Tim Keef for Town Board authorization of the Supervisor to execute an intermunicipal agreement (IMA) with Monroe County to allow town residents to apply for the Home Improvement Loan Program (see letter from T. Keef).
8. Request to Solicit Proposals for Consultant (Public Works) - Request from Mike Guyon for Town Board authorization to solicit proposals for professional consulting services for the Monroe Avenue Green Street

Project. The Town has been awarded a \$1,565,000 grant to fund improvements such as trees, sidewalk, gardens, and buffers along Monroe Avenue between Westfall Rd. and Elmwood Ave (see letter from M. Guyon).

9. Contract and Resolution for Winton Road Sidewalk “Betterment” Project (Public Works) - Request from Mike Guyon for Town Board adoption of three resolutions relating to a “betterment” project with NYSDOT to install approximately 800 linear feet of concrete sidewalks along the west side of Winton Road South. This work would be done in conjunction with the NYSDOT Diverging Diamond project. Funding for this project is available through an already awarded Monroe County Community Development Block Grant (CDBG) in the amount of \$41,750 (see letter from M. Guyon).
10. Contract and Resolution for Federal Aid for Corwin Road Bridge Preventative Maintenance Project (Public Works) - Request from Mike Guyon for Town Board adoption of a resolution identifying authorized staff to execute agreements, certifications, and reimbursement requests along with an understanding of said agreement and funding of 80% Federal and 20% local share for the engineering phase of the Corwin Road Bridge Preventative Maintenance Project (see letter from M. Guyon).
11. **Discussion Only** - Financing options for the proposed Collingsworth Drive Sanitary Sewer Project (see letter from M. Guyon).
12. **Discussion Only** - A discussion on the potential creation of a part-time Information Technology support staff position.
13. **Executive Session** - Employment of particular people.

Next Regularly Scheduled Meeting: **Tuesday March 6, 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.