

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday September 3, 2013 Meeting**

Attendees: Councilmember Jason DiPonzio, Supervisor William Moehle, Elaine Ainsworth, Tim Keef, Mike Guyon, 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:

**Town Bid/Proposal Authorizations and Awards:**

No matters for this meeting.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Contract for Assessment Software Services (RPS V4) (Assessor's Dept.) – The FASC discussed with Elaine Ainsworth her request for Town Board action to authorize the Supervisor to execute an agreement with David Miller dba Assessment and Valuation Services (AVS) to provide consulting and updating services for the RPS V4 software. The flat fee for this contract is \$3,000, with an additional fee of \$525 per day if needed.

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

Contract Amendment for Construction Observation Services at the Reserve (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to amend the contract with Chatfield Engineering to provide construction observation services for Phase 2 of the Reserve Subdivision. These expenses will be fully reimbursed by the developer (Costello).

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

Contracts for Service Awards Program Funds Trustee and Paying Agent (Finance/WBFPD) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute contracts with RBC Wealth Management and Comerica Bank to provide trustee and paying agent services, respectively, for the Service Awards Program in the W. Brighton Fire Protection District. The current provider, Bank of America, is exiting this service. The FASC recommends the Town Board take favorable action on this matter.

### **Budget Amendments and Transfers:**

Budget Transfer (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to make a budget transfer in the Public Works Department of \$400 from Office Supplies and \$300 from Computer Software/Supplies with the total of \$700 going to Office Equipment to purchase two desktop scanners.

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 Vehicle as Surplus (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to declare a 2003 Ford Crown Victoria as surplus and dispose of at auction. This vehicle was originally purchased by the Police Dept. but most recently has been utilized by the Assistant Fire Marshals. It currently is not in working condition.

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

Declare Equipment as Surplus (Highway) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board action to declare a 2000 Sterling Dump Truck with Plow and Wing and a Stone Tow-behind Concrete Mixer as surplus and dispose of at 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, September 17, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.