

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday December 17, 2013 Meeting

Attendees: Councilmembers Chris Warner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Elaine Ainsworth, Tom Fink of Davidson Fink LLP, Dianne Burdette, Tim Keef, 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:

Award Bid for Medium Dump Truck (Highway) – The FASC discussed with Tim Keef his request for Town Board action to award a bid to Vision Ford, the low, responsive and responsible bidder, in the amount of \$43,442 to purchase a medium-sized dump truck. Funding for this purchase is provided for in the 2013 Highway budget. Since Town Board action on this item will not be until their next meeting which will take place in 2014, these funds will need to be re-appropriated into the 2014 budget (a communication will follow at the next FASC meeting). The FASC recommends the Town Board take favorable action on these items.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Contract with Skycoasters for the 2014 July 4th Celebration (Parks) – The FASC discussed with Tim Keef the request from Matt Beeman for Town Board action to authorize the Supervisor to execute an agreement with the Skycoasters for the performance at the 2014 July 4th celebration in an amount not to exceed \$3,500. Funding will be available from donations or through the Recreation's 2014 celebrations budget.

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

Contract Renewal for Interpreting and Stenographer Services (Court) – The FASC discussed with Dianne Burdett her request for Town Board action to authorize the Supervisor to execute renewal agreements for court stenographer and interpreting services for 2014 with no change in fees.

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

Professional Services Agreement for Bicentennial Public Relations (Supervisor) – The FASC discussed with Suzanne Zaso and Bill Moehle the request from MaryAnn Hussar for Town Board action to authorize the Supervisor to execute an agreement with Michelle Shippers to provide promotional and communication services for the Town’s 2014 Bicentennial celebration. Funding is available in the Supervisor’s budget.

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

Contract for Telecommunication System Maintenance (Info Systems) – The FASC discussed with Suzanne Zaso the request from Sue Wentworth for Town Board action to authorize the Supervisor to execute a Telecommunication System Maintenance Agreement with RelComm Inc. (through NYS contract pricing) for 2014.

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

Engagement Contract for Accounting and Auditing Services (Finance) - The FASC discussed with Suzanne Zaso the responses received from a request for proposals to provide the Town with independent audit and accounting services. Four firms were contacted and each responded with a detailed proposal. The firms included The Bonadio Group, EFP Rotenberg, FreedMaxick, and Raymond F. Wager. All provided excellent services and recommendations at competitive pricing. Based on committee discussion, it is recommended that the Town Board authorize the Supervisor to accept the proposal and engage the audit firm of Raymond F. Wager, CPA PC to provide these services to the Town.

The FASC recommends the Town Board take favorable action on these items.

Budget Amendments and Transfers:

Accept and Appropriate Donation (Police Dept.) – The FASC discussed with Suzanne Zaso the request from Chief Mark Henderson for Town Board action to accept a \$1,000 donation from Tops Markets as part of their Grand Re-Opening celebration and to authorize the appropriation of the funds into the Police Department’s 2014 Program Supplies account.

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

Personnel Matters:

Create Senior Network Technician Position (Info Systems) – Request from Suzanne Zaso for Town Board action to create the position of Senior Network Technician in the Finance Department under Information Systems and eliminate the recently created position of Network Tech. The FASC supports the creation and recruitment of the new position of Senior Network Technician, but would recommend holding off on eliminating the Network Technician position until recruitment is completed.

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

See Contracts section above regarding discussion on audit services.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into executive session at 3:30 pm to discuss a certiorari matter and the employment benefit of a particular person. The FASC exited executive session at 5:02 pm.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Monday, December 30, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.