

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, April 1, 2014 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio and Louise Novros, Supervisor William Moehle, 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 Professional Consulting Services for Trail (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to enter into an agreement with Bayer Landscape Architecture, PLLC to provide professional consulting services relating to the proposed trail through the former Farash property at a cost not-to-exceed \$117,550. The FASC recommends the Town Board take favorable action on this matter.

Change Order for Veterans Memorial Site Improvements – The FASC discussed with Mike Guyon his request for Town Board authorization to execute change order #4 with Birchcrest Tree and Landscape Inc. in the amount of \$2,700 for a 6' bench at the Veterans Memorial site to match exiting bench. Donated funds are available for this change order. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Create Capital Project and Appropriate Trust Funds (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board authorization to create a capital project for the design and construction of a trail through the former Farash property and to appropriate \$117,550 from the Parkland Trust Fund to the project for professional engineering work. The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

Memorandum of Agreement with CSEA and/or Teamsters for Ten Hour Work Day (Highway/Sewer) – The FASC discussed with Tim Keef his request for Town Board authorization to enter into a memorandum of agreement with the Civil Service Employees Association (CSEA) and/or the Teamsters Union for a ten hour work day schedule for the 2014 summer season.

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

Other Matters for Action of the Town Board:

Declare Equipment as Surplus for Auction (Highway) – The FASC discussed with Tim Keef the request of Tim Anderson for Town Board action to declare five items of equipment from the highway and sewer departments as surplus and authorize for auction.

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

Bond Resolutions (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt the bond resolutions for a maximum total of \$725,000 to provide financing for roof replacement above the offices at the DPW Operations Center and at the Salt Shed Barn (\$250,000 total est.); purchase of a street sweeper (\$210,000); purchase of a 6-wheel heavy duty dump truck (\$220,000); and partial funding of 2013 ambulance (\$45,000). The FASC reviewed these items in detail and are recommending the roof over the DPW Operations Center be put off as it was not on the CIP schedule until 2015. In addition, additional information was obtained after the FASC meeting as the bids for the sweeper were received the next day. Therefore, only \$120,000 is requested for the salt shed barn roof and \$195,000 for the sweeper making the new total \$580,000.

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

Declare Ambulance as Surplus for Auction (Ambulance Dist.) – The FASC discussed with Suzanne Zaso her request for Town Board action to declare one Ford Marque ambulance as surplus and authorize for auction.

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

Investment Policy Statement for Service Awards Program (W. Brighton Fire Protection District) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to sign a policy with RBC Wealth Management to direct RBC in investing the assets of the Service Awards Program provided to members of the West Brighton Fire Department.

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, April 15, 2014 beginning at 3:30 pm. The FASC will also hold a special meeting on Wednesday, April 16, 2014 beginning at 9:00 am to discuss the 2013 audit and financial statements.** Both meetings will be held in the Stage Conference Room at Town Hall.