

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday June 15, 2016 Meeting

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Mike Guyon, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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:

Approval of Minutes: Approved minutes from the June 1, 2016 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

Grant Acceptance and Appropriation (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to accept grants in the amount of \$2,000 from the Genesee Region Clean Communities (GRCC) and \$5,000 from Brighton Rotary for an electrical vehicle charging station to be installed at Town Hall and to appropriate such funds in the Town's facilities budget (A.DPW.1620 2.60). Town Sewer Department employees will install the unit. The FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Amend Contract and Appropriate Funds for Professional Consulting Services for Brickyard Trail (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to amend the agreement with Bayer Landscape Architecture, PLLC for additional professional consulting and inspection services relating to the Brickyard Trail at a cost not-to-exceed \$1,860.23. Request is also sought to appropriate \$1,860.23 from the parkland trust fund to the trail capital project to fund said services. The FASC recommends the Town Board take favorable action on this matter.

Contract for Grant Writing – This item was added to the agenda at the FASC meeting by Supervisor Moehle to authorize the execution of an agreement with In-Site Architecture to provide grant writing services to seek funding through the NYS Consolidated Funding Application for the Brighton Farmers' Market. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Appropriation for Construction Services at Brickyard Trail (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to appropriate \$8,139.77 from the parkland trust fund to support additional construction services performed by DiFiore Construction Inc. on the Brickyard Trail.

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:

Acquisition of Temporary and Permanent Easement by Monroe County (Public Works) – The FASC discussed with Mike Guyon the request from Tim Keef for Town Board action and authorization of the Supervisor to execute all related documents for the acquisition of temporary and permanent easement by Monroe County of approximately .034 acres of land at 1941 Elmwood Avenue to allow the MCDOT to perform improvements on Elmwood Avenue.

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

Other Matters for Discussion Only:

Discussion regarding amendments and extension of the cell tower lease agreement between Sprint Corporation, the Monroe County Water Authority, and the Town of Brighton. This matter will return to a future FASC meeting after additional information is received.

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 **Wednesday July 6, 2016 beginning at 8:30 am** and will be held in the Stage Conference Room at Town Hall.