

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

**Meeting Date: Tuesday, April 18, 2017 (2:00 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the April 4, 2017 meeting.
2. Agreement for Internet and Wide Area Network Services (Info Systems) – Request from Sue Wentworth for Town Board action to authorize the Supervisor to execute an agreement with Spectrum/Time Warner Cable Business Class for internet access and ethernet private line service for a three-year term (see letter from S. Wentworth).
3. Endorsement of Grant Documents (Farmer's Market) – Request from Mike Guyon for Town Board action to authorize the Supervisor to endorse and execute documents pertaining to the Dormitory Authority of New York (DASNY) grant awarded the Town in the amount of \$500,000 for the year-round Farmer's Market (see letter from M. Guyon).
4. Declare Equipment as Surplus and Authorize Sale (Sewer) – Request from Mike Guyon for Town Board action to declare one 2007 Sterling Vactor Flusher Truck as surplus and to authorize sale to the Village of East Rochester for \$36,000 (see letter from M. Guyon).
5. Rescind Resolution to Declare Equipment Surplus (Finance) – Request from Suzanne Zaso for Town Board action to rescind their 3/22/17 resolution to declare a utility cart as surplus (see letter from S. Zaso).
6. Discussion regarding GASB 45 Actuarial Valuation for the year ending 12/31/16 relating to Other Post Employment Benefits (OPEB) as prepared by the Burke Group.
7. Review with Raymond F. Wager the Executive Summary of the draft 2016 audited financial statements as prepared by the independent audit and accounting firm of Raymond F. Wager CPA, P.C.

The next regularly scheduled meeting of the FASC will be held **Tuesday, May 2, 2017 at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

2a

Information Systems

Susan Wentworth  
IT Coordinator



April 18, 2017

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

RE: Town Internet and Wide Area Network Services

Dear Town Board Members:

The Town's three year agreement for fiber services with Lighttower (formerly Fibertech) will expire on May 27, 2017. The existing services will continue on a month to month basis per the contract.

There has been significant growth in the industry with new options for remote site connectivity and high speed Internet access. Attached is a comparison of pricing from Spectrum/Time Warner Cable Business Class and Lighttower for Ethernet Private Line services and Dedicated Internet services. Both of these vendors have supplied NY State contract pricing.

The new network design consolidates the Internet services with high speed fiber connections to the remote offices. We would maintain the Dedicated Internet Access for the Police Department with an increase from 10 Mbps to 50 Mbps. The four other Internet Access points will share the 100 Mbps Dedicated Internet Access through the Town Hall. The existing fiber connection to the Highway facility will increase from 20 Mbps to 50 Mbps. The Point to Point T1 that currently services the Recreation Department will be replaced with a 20 Mbps fiber connection.

There is an annual savings of \$875 due to the elimination of three firewall subscriptions. In addition, there are future savings from not having to replace obsolete firewalls.

This request is for Town Board approval to authorize the Supervisor to execute the attached Spectrum/Time Warner Cable Business Class Customer Service Order and Agreement for a three year term.

Respectfully,

*Susan A. Wentworth*  
Susan Wentworth  
IT Coordinator

cc: Suzanne Zaso  
MaryAnn Hussar  
Mark Henderson  
Tim Keef  
Rebecca Cotter

## Fiber/Internet Vendor Summaries for 2017

Spectrum/Time Warner Cable Business Class Services	Term	Monthly Cost	Annual Cost	Installation Cost
20 Mbps Ethernet Private Line Town Hall to Recreation	3 Year	\$ 431.00	\$ 5,172.00	\$ -
50 Mbps Ethernet Private Line Town Hall to Highway	3 Year	\$ 525.00	\$ 6,300.00	\$ -
Dedicated Internet for TH,HWY,REC,Cable 100/100 Mbps Fiber	3 Year	\$ 660.00	\$ 7,920.00	\$ -
Dedicated Internet for Police 50/50 Mbps Fiber	3 Year	\$ 479.00	\$ 5,748.00	\$ -
<b>Total Costs for Services</b>		<b>\$ 2,095.00</b>	<b>\$ 25,140.00</b>	

Lightower/Fibertech Networks Services	Term	Monthly Cost	Annual Cost	Installation Cost
20 Mbps Ethernet Private Line Town Hall to Recreation	3 Year	\$ 530.00	\$ 6,360.00	\$ 1,000.00
50 Mbps Ethernet Private Line Town Hall to Highway	3 Year	\$ 755.00	\$ 9,060.00	\$ -
Dedicated Internet for TH,HWY,REC,Cable 100/100 Mbps Fiber	3 Year	\$ 750.00	\$ 9,000.00	\$ -
Dedicated Internet for Police 50/50 Mbps Fiber	3 Year	\$ 500.00	\$ 6,000.00	\$ -
<b>Total Costs for Services</b>		<b>\$ 2,535.00</b>	<b>\$ 30,420.00</b>	<b>\$ 1,000.00</b>

Current Services	Term	Monthly Cost	Annual Cost	Vendor
Point to Point T1 Town Hall to Recreation 1.5 Mbps	N/A	\$ 290.00	\$ 3,480.00	Frontier-County Contract
20 Mbps Ethernet Private Line Town Hall to Highway	5/27/2017	\$ 755.00	\$ 9,060.00	Lightower - NYS Contract
Town Hall Time Warner Internet 35/5 Mbps	10/31/2017	\$ 259.99	\$ 3,119.88	Time Warner - NYS Contract
Cable Room Internet 15/5 Mbps	N/A	\$ 119.95	\$ 1,439.40	Time Warner - NYS Contract
Highway Internet 7/3 Mbps	N/A	\$ 84.95	\$ 1,019.40	Time Warner - NYS Contract
Recreation Internet 7/3 Mbps	N/A	\$ 74.95	\$ 899.40	Time Warner - NYS Contract
Dedicated Internet for Police 10/10 Mbps	5/27/2017	\$ 500.00	\$ 6,000.00	Lightower - NYS Contract
Annual Firewall Maintenance for Hwy,Cable&Rec	N/A		\$ 997.00	Sonicwall -NYS Contract
<b>Total Costs for Services</b>		<b>\$ 2,084.84</b>	<b>\$ 26,015.08</b>	

26

37

# Public Works Department

Commissioner of Public Works - Tim Keef, P.E.

Michael Guyon, P.E.  
Town Engineer



Town of

## Brighton

April 5, 2017

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Ave.  
Rochester, New York 14618

Re: Brighton Year Round Farmer's Market  
State and Municipal Facilities Program Grant  
Grantee Questionnaire

Dear Councilperson DiPonzio and Committee Members:

The Town of Brighton applied for and received a State and Municipal Facilities Program Grant in the amount of \$500,000 to fund the creation of a Year Round Farmer's Market. The funding agency, DASNY, requires that two officers of the Town, one being the Supervisor, execute, a Grantee Certification and a Grantee Questionnaire. Furthermore, the funding agency requires that an authorized officer of the Town of Brighton endorse the Project Information Sheet and the Project Certification. Copies these completed documents are attached for your reference. I am requesting that FASC recommend that the Town Board authorize the supervisor to endorse the documents referenced above.

I will be in attendance at your regularly scheduled April 18, 2017 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully,

Michael E. Guyon  
Department of Public Works

Cc Tim Keef  
Mary Ann Hussar  
Suzanne Zaso

Attachment

**Public Works Department**

Commissioner of Public Works – Tim Keef, P.E.

**Michael Guyon, P.E.**  
Town Engineer



Town of  
**Brighton**

April 13, 2017

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Ave.  
Rochester, NY 14618

Re: Authorize Disposal of Equipment  
Flusher Truck

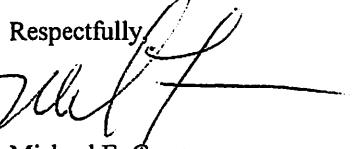
Dear Councilperson DiPonzio and Committee Members:

I am requesting that the following equipment listed below be declared surplus to our needs. The equipment listed is no longer needed or able to support departmental operations.

- 2007 6 x 4 Sterling Vactor Flusher Truck, Asset # W65111

I further request authorization to dispose of the flusher truck by sale to the Village of East Rochester for a price of \$36,000. Two price quotes were obtained develop a fair market value for the truck. Joe Johnson Equipment LLC provided a \$35,000 trade-in value for the vehicle and RTI Auctions estimated that the vehicle would sell in a range between \$30,000 to \$40,000. Realize that RTI Auctions receives 10% of the sale price of the vehicle. Therefore, the maximum price that would be realized by the Town would be approximately \$36,000.

I will be in attendance at your regularly scheduled April 18, 2017 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully,  
  
Michael E. Guyon

Cc: S. Zaso  
S. Zimmer  
M. Hussar  
T. Keef

5

**Finance Department**



**Suzanne Zaso**  
Director of Finance

April 18, 2017

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

Re: Rescind Disposal of Fixed Asset

Dear Board Members:

On March 22, 2017 Your Honorable Body adopted a resolution to declare one 2006 Club Car Carryall Utility Cart (serial# QB0640690636; asset# 004263) as surplus and authorized its disposal through public auction. It has recently been determined that this piece of equipment can be of benefit to the Town's Facilities Department. Therefore, I am requesting Town Board action to rescind Resolution #5 dated 3/22/17; thereby keeping one 2006 Club Car Carryall Utility Cart as an asset of the Town.

I will be happy to respond to any questions members of the Committee of other members of the Town Board may have regarding this matter.

Sincerely,

Suzanne Zaso  
Director of Finance

Cc: Matt Beeman, Superintendent of Parks  
Gary Donofrio, Maintenance Mechanic