

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, November 6, 2018 Meeting**

Attendees: Councilmembers Chairman Jason DiPonzio, Robin Wilt, Supervisor William Moehle, Chris Werner, Judy Schwartz (Community member), Suzanne Zaso, Mike Guyon, Evert Garcia, Captain David Catholdi , Matt Beeman, and Paula Parker (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:

**Open forum:** Judy Schwartz attended the meeting and talked about several issues. She questioned why the Town seems to hire consultants when she feels that staff may have the expertise. Both the Supervisor and Mike Guyon explained that some projects require a specialized knowledge base and experience that is not commonly part of what an employee does on a regular basis. The LED project involves planning for replacing and/or moving fixtures to ensure proper lighting is achieved. It is more than simply changing light bulbs. The Diversity Plan will tap into a consultant's expertise and experience on what a plan should involve; they will have experience working with organizations, leading conversations and assisting the committee in training, facilitation and eventual implementation.

There was also a brief discussion regarding the Reserve and condominiums. Incentive zoning can be utilized as a tool to make sure development in the Town is practical for the Town. However once agreements are made, they cannot be changed.

The Town's membership in the FMHIT and general health insurance questions were also asked.

Lodge rental rates were also discussed.

**Approval of Minutes:** Approved minutes of the October 16, 2018 meeting.

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

Award contract to McCord Landscape Architecture, PLLC for professional services related to the Rose Garden Design (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to award the RFQ for professional services related to a low maintenance, sustainable design for the Rose Garden to the lowest responsible bidder, McCord Landscape Architecture, PLLC in an amount not to exceed \$1,500. Further action to authorize the Supervisor to sign the agreement with McCord for these services (see letter from E. Garcia).

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

Award contract to Foundation Design, PC for design services related to the Washington Drive Drainage Elevation project (Highway Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to award the RFQ for professional design services related to evaluating the feasibility of installing dry wells to address the Washington Drive drainage issues to the lowest responsible bidder, Foundation Design, PC in an amount not to exceed \$3,800. Further action to authorize the Supervisor to sign the agreement with Foundation Design for these services (see letter from E. Garcia).  
The FASC recommends the Town Board take favorable action on this matter.

Authorization of obtain an RFQ for one-person snow plow refresher course (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board authorization to obtain RFQ's for professional services for training the Highway existing drivers in one-person snow plow operation. The training will provide a refresher course to those drivers already certified and will certify up to five additional drivers (see letter from M. Guyon).  
The FASC recommends the Town Board take favorable action on this matter.

### **Grant Authorizations and Acceptances:**

Acceptance of CDBG Grant for Southland Drive Sanitary Sewer Improvements (Public Works/Sewer) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to accept the Monroe County Community Development Block Grant (CDBG) in the amount of \$63,750 for the Southland Drive Sanitary Improvement Project. Further Board approval to authorize the Supervisor to execute all related contract and documents as well as make related budget amendments for either/or the 2018 or 2019 budget years (see letter from C. Roscoe).  
The FASC recommends the Town Board take favorable action on this matter.

### **Contracts and Contract Change Orders:**

Authorize contract renewal with the Burke Group for actuarial services for Other Post Employment Benefit (OPEB) valuation (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board Authorization for approve a renewal contract with the Burke Group for actuarial services relating to GASB 75 and the OPEB valuation. Contract pricing for 2018 services remains at \$4,000 (no change since 2012) with an interim option for the 2019 year for \$2,250 should the Town request that service (see letter from S. Zaso).  
The FASC recommends the Town Board take favorable action on this matter.

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

Budget Transfer in Corbett's Glen for purchase of trail cameras (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to approve a budget transfer from A.PARKS.7122.4.11 Maintenance Supplies to A.PARKS.7122.2.40 Maintenance Equipment in the amount of \$600 to purchase trail cameras (see letter from M. Beeman).  
The FASC recommends the Town Board take favorable action on this matter.

Budget Transfer in various Parks Departments to fund unexpected facility repairs and supplies (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to approve a budget transfers:

from A.PARKS.7122.4.11 Maintenance Supplies to A.PARKS.7115.4.11 Maintenance Supplies in the amount of \$1,500 and;  
from A.PARKS.7126.4.11 Maintenance Supplies to A.PARKS.7115.4.41 Maintenance Repair Service in the amount of \$1,200 (see letter from M. Beeman).

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

2019 Budget amendment for Trans Union TLOxp data search engine and data base services (Police Dept.) – The FASC discussed with Police Captain David Catholdi the request from Chief Henderson for Town Board action to amend the 2019 budget to appropriate \$1,800 to expense account A.POLCE.3125.2.17 Law Enforcement Equipment with funds to be utilized from Forfeited Property account A.880.JSTCE as approved by the US Attorney's office (see letter from M. Henderson).

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:**

Accept donations made by various corporate and community sponsors for the 2018 July 4<sup>th</sup> celebration (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board Authorization to accept, with gratitude, the donations for the 2018 July 4<sup>th</sup> as provided in his communication (see letter from M. Beeman).

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

### **Other Matters for Discussion Only:**

Discussed and reviewed the 2019 FASC draft meeting schedule. An updated schedule will be submitted at the next meeting for consideration. The February 19<sup>th</sup> meeting is in conflict with the Association of Town's Conference and Training.

### **Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

### **Executive Session:**

No matters for this meeting.

### **Next Meeting:**

The **next regularly scheduled meeting of the FASC will be held TUESDAY, November 20<sup>th</sup>, 2018 at 3:30 p.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**\*\*NOTE DAY AND TIME AS PER THE REGULAR SCHEDULE\*\***