

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, November 20, 2018 Meeting**

Attendees: Councilmembers Chairman Jason DiPonzio, Robin Wilt, Supervisor William Moehle, Ken Gordon Attorney to the Town, Chief Mark Henderson, Mike Guyon, Bridget Monroe, Sue Hughes-Smith (Community Member), Margy Peet (Community Member), 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:

**Approval of Minutes:** Approved minutes of the November 6, 2018 meeting.

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

Award bid to BLM Construction Company, Inc. for the construction services related to the Winter Farmer's Market Project (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to award the bid for the construction/renovation of the Winter Farmer's Market to the lowest responsible bidder, BLM Construction Company for base bid plus all added alternatives. Total contract amount not to exceed \$266,100. Further authorize the Supervisor to sign all contracts and approve change orders that do not collectively exceed 10% of the project bid award (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Authorization to solicit a request for bidders for construction services related to the upgrade of the existing lighting system in the garage bays/salt barns (CIP approved) (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the solicitation for bids for the construction services related to the lighting upgrade project at the Highway Department, as approved by the 2018 CIP. Funds are available in the budget. No award of bids will be made without returning to this committee (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Authorization to solicit a request for qualifications (RFQ) for professional consulting services as related to the Climate Action Plan (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the solicitation for a request for proposal for professional services related to the Climate Action Plan. Services will include development and implementation of a public participation plan, confirmation of information contained in the draft Climate Action Plan, preparation of the final Climate Action Plan, prepare the final SEQRA documentation and to present the final plan to the Town Board for consideration (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Authorization to solicit bids for the demolition of 202 Norman Road (Public Works Dept.) - The FASC discussed with Mike Guyon his request for Town Board action to authorize the solicitation via sealed bids to provide the construction services necessary to demolish the structure at 202 Norman Road as approved at the Town Board meeting held on July 25<sup>th</sup>, 2018 (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Authorization to solicit a request for qualifications for professional services as related to the Inclusion, Diversity, Equity and Advisory (I.D.E.A.) Plan (Supervisor's Office) – The FASC discussed with Town Supervisor Moehle his request for Town Board action to authorize the solicitation for professional services as related to the I.D.E.A. plan. Funds are available in the 2019 budget (see letter from Supervisor Moehle). The FASC recommends the Town Board take favorable action on this matter.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Authorization for a Memorandum of Understanding (MOU) with the Towns of Irondequoit, Pittsford and the Village of Pittsford (Supervisor's Office) – The FASC discussed with Supervisor Moehle his request for Town Board action to authorize a MOU with the Towns of Irondequoit, Pittsford and the Village of Pittsford to work together to develop RFPs individually for each municipality, to retain the services of an administrator for the proposed Community Choice Aggregation (CCA) programs as authorized by law in each participating municipality (see letter from Supervisor Moehle). It was noted by Attorney to the Town, Ken Gordon, that this MOU is an informal, non-binding understanding among the above municipalities to work together to achieve common goals for the CCA programs in each respective community. The primary goal and objective is to move communities to 100% renewable energy. It was noted that once the request(s) for proposals are developed and advertised, the selection of the CCA administrators will follow. The FASC recommends the Town Board take favorable action on this matter.

**Budget Amendments and Transfers:**

Authorize Budget Transfer in Highway (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to approve the following transfer:

From A.HWY.8160.4.81 Landfill Postage	\$2,690.00
A.HWY.8160.4.83 Landfill Printing Charges	414.76
To: A.HWY.5132.4.32 Facility – Gen Liability Ins	\$3,103.76

Transfer needed to cover the cost of General Liability Insurance for the underground petroleum storage facility (see letter from T. Anderson).

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

Authorize Budget Transfer in the DPW Facilities Dept (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to approve the following budget Transfer:

From: A.DPW.1620.2.60 Facility Improvements  
\$1,150.00 To: A.DPW.1620.4.45 Facility Equip Rental  
1,150.00 transfer of funds are to pay for the rental of a lift to install lighting in the Police Storage area at the Operations center (See letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

**Personnel Matters:**

(See executive session for approval to hire a police officer effective December 15, 2018).

**Other Matters for Action of the Town Board:**

Accept \$1,000 donation from W. Barry Gilbert and amend Police Department budget to expend these funds (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to accept a donation of \$1,000 from W. Barry Gilbert. Further action is requested to amend the **2019** Police Department’s budget by increasing revenue account A.POLCE.3120.2705 Gifts and Donations and expense account A.POLCE.3120.4.18 Programs and Supplies by \$1,000 each (see letter from M. Henderson). The FASC recommends the Town Board take favorable action on this matter.

Adopt Bond Resolution for Browncroft Lighting District (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to adopt a bond resolution in the amount of \$54,100 as prepared by Bond Counsel, for the installation of the improvements for the Browncroft Lighting District. This vote will require a 2/3rds majority (4 out of 5), is not subject to permissive referendum, but is subject to the 20 day (after publication) estoppel period. This District has been approved by New York State (see letter from P. Parker). The FASC recommends the Town Board take favorable action on this matter.

**Other Matters for Discussion Only:**

DISCUSSION ITEM ONLY: Discuss bid solicited for vehicle maintenance (Police Dept.). Chief Henderson discussed concerns with the current vendor not being able to provide service on the newer model police cars. The Chief will be doing some further follow up with the current vendor and report back to FASC.

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. FASC approved the meeting schedule and it will be posted.

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

No matters for this meeting.

### **Executive Session:**

There was a motion at 3:37 pm to enter an executive session to discuss the employment of a particular person by Robin Wilt and a second by Supervisor Moehle. All voted aye.

Executive Session – Discuss employment of a particular person (Police Dept.) – The FASC discussed with Chief Henderson his request for Town Board action to appoint a new Police Officer effective December 15, 2018. This conditional offer of employment is contingent on the successful completion of all testing, evaluation and other approvals as outlined in Chief Henderson’s communication letter. The salary will be set per the Police Bargaining Agreement and the employee will serve a 26 week probationary period (see letter from M. Henderson).

The FASC recommends the Town Board take favorable action on this matter. There was a motion at 3:42 pm to come out of executive session and resume the regular meeting by Robin Wilt. This was seconded by Supervisor Moehle and all voted aye. The regular session resumed.

### **Next Meeting:**

The **next regularly scheduled meeting of the FASC will be held TUESDAY, December 4<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\*\***