

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Thursday, February 21, 2019 Meeting**

**ATTENDEES**

**FASC Committee members:**

Jason DiPonzio (Chair)  
Robin Wilt  
Supervisor William Moehle  
Paula Parker (Staff to the Committee)

**Other Town Councilmembers:**

Chris Werner (4:50 pm)

**Department Heads/Other attendees:**

*Judy Schwartz and John Keevert*

*Community Members*

Matt Beeman (Parks Dept.)

Mike Guyon (Public Works/Highway Depts.)

Bridget Monroe (Supervisor's Office)

Tricia VanPutte (Personnel Office)

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 February 5, 2019 meeting.

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

Review proposed Request for Proposal ("RFP") for the Community Choice Aggregation (CCA) Administrator (Supervisor's Office) – The FASC discussed, at length, the proposed RFP for the CCA Administrator. Several areas were discussed and may need language added and/or changed. It is contemplated that if all the amendments are made to the RFP, it will be referred to the Town Board for action to approve and authorize the solicitation of such services per the conditions set forth in the amended RFP (see attached RFP).

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:**

Authorize contract with Young Explosives for the 2019 4<sup>th</sup> of July celebration fireworks display (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to approve and authorize the Supervisor to execute a contract with Young Explosives for the 2019 Fourth of July fireworks display. Contract is in an amount not to exceed \$11,400 and funding is available in the Celebrations budget center. All insurance and permits will be in place for this event (see letter from M. Beeman).

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

Authorize contract with the Skycoasters for the 2019 4<sup>th</sup> of July celebration (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to approve and authorize the Supervisor to execute a contract with the Skycoasters for the 2019 Fourth of July celebration musical performance. Contract is in an amount not to exceed \$3,800 and funding is available in the Celebrations budget center. All insurance and permits will be in place for this event (see letter from M. Beeman).

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

Authorize renewal contract with Uof R Medicine for EAP (Employee Assistance Program) services for 2019 (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve and authorize the Supervisor to execute a renewal contract with the University of Rochester Medical Faculty/Strong EAP. Strong EAP has been our provider of these services since 2008. The 2019 rate will be increased by 44 cents (2%) from \$22.00 to \$22.44 per employee. Based on 200 employees the contract amount is proposed at an annual amount of \$4,488 (see letter from T. VanPutte).

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

## **Budget Amendments and Transfers:**

Approve budget transfer in the Buckland Park budget center for the purchase of a replacement refrigerator (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to approve a transfer as follows:

From: A.PARKS.7115.4.11 Maintenance Supplies \$700

To: A.PARKS.7115.2.60 Facility Improvement \$700

For the replacement of the refrigerator in the lodge.

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

Authorize final appropriations and transfers for the 2018 budget year end processing (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve the final list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2018 amended budget. This list is a draft and will be updated as needed for any 2018 claims that will be posted to that fiscal year (see letter from P. Parker). A final list will be provided to the Board Members prior to the February 27<sup>th</sup> Town Board meeting for final approval. \*\*It was noted that if no transfers and /or appropriations are needed, this items would be removed from the Board Meeting Agenda on February 27<sup>th</sup>.

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:**

Declare items in the Highway and Sewer Depts as surplus for sale at auction and disposal (Highway/Sewer Depts.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board approval to dispose of assets:

- HIGHWAY: Stone Cement Mixer (#2132) – May 2019 Auction
- SEWER: 2 2009 Tommy Lift Gates (#5422 & 5423) – Disposal
- SEWER: 2008 Rugby 2/3 CY HD Dump Body off of Sewer Truck #14  
(No Asset #) – May 2019 Auction

(see letter from T. Anderson)

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:**

There was a motion by Jason DiPonzio to enter an executive session to discuss the employment of particular people at 4:10 pm. This was seconded by Supervisor Moehle. Chairman PiPonzio and Supervisor Moehle voted aye, and Committee Member Wilt voted nay. Executive session motion carried.

**Due to the sensitive nature of this discussion the Committee adjourned into an executive session. Discussion of this item is not contained in these notes.**

At 4:38 pm there was a motion by Robin Wilt to come out of executive session and continue the regular meeting. This was seconded by Supervisor Moehle and all voted aye. The regular meeting resumed.

**The next regularly scheduled meeting of the FASC will be held on Tuesday, March 5, 2019 at 3:30 p.m. in the DOWNSTAIRS Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.**

**\*\*AS PER THE REGULAR SCHEDULE\*\***