

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, April 2, 2019 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Department Heads/Other attendees:

Mike Guyon (Public Works/Highway Depts.)
Chad Roscoe (Public Works Dept.)
Matt Beeman (Parks Dept.)
Bridget Monroe (Supervisor's 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 March 19, 2019 meeting.

Town Bid/Proposal Authorizations and Awards:

Award bid for Mowing Contract A to Plant Concepts, Inc. (DPW/Parks Depts.) – The FASC discussed with Chad Roscoe his request for Town Board action to award the bid and authorize the Supervisor to sign a contract with Plant Concepts, Inc, the lowest responsible bidder for the items and alternate items as part of the bid – Mowing Contract A. The total estimated annual contract amount is \$73,550 (with 2 leaf cleanup trips) which is exclusive of the Alternate items – the alternate items will be in addition should these services be utilized. Further, this contract may be renewed for three (3) additional years (see letter from C. Roscoe).

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

Award bid for Mowing Contract B to Greystone Lawn & Landscape (DPW/Parks Depts.) – The FASC discussed with Chad Roscoe his request for Town Board action to award the bid and authorize the Supervisor to sign a contract with Greystone Lawn & Landscape, the lowest responsible bidder, for the items outlined and included as part of the bid – mowing Contract B. The total estimated annual contract amount is \$6,750. Additionally, this contract may be renewed for three (3) additional years (see letter from C. Roscoe).

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

Award bid for Mowing Contract C to Greystone Lawn & Landscape (DPW/Parks Depts.) – The FASC discussed with Chad Roscoe his request for Town Board action to award the bid and authorize the Supervisor to sign a contract with Greystone Lawn & Landscape, the lowest responsible bidder, for the items and alternate items as part of the bid – mowing Contract C. The total estimated annual contract amount is \$13,325 which is exclusive of the Alternate items – the alternate items will be in addition should these services be utilized. Additionally, this contract may be renewed for three (3) additional years (see letter from C. Roscoe).

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:

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

Budget Amendments and Transfers:

Authorize budget amendment for purchase of dump body (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board to transfer funds as follows:

To: D.HWY.5130.2.30 Highway Equipment \$15,000

From: D.HWY.5130.4.65 Vehicle Maint/Repair \$15,000

Appropriate from the Highway Unappropriated Fund Balance account D.909 the balance of \$ 16,100 to account D.HWY.5130.2.30 (see updated letter from M. Guyon).

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

Authorize use of Sewer Equipment Reserve and set 202b public hearing to approve purchase of Sewer Equipment (Sewer Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the usage of the Sewer Equipment Reserve fund (subject to permissive referendum) and to set a 202b public hearing to approve the purchase of a replacement enclosed repair dig trailer. The funds for this purchase have been included in the 2019 budget expenditure line (see letter from M. Guyon).

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 Equipment as Surplus for Auction (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to declare the following Highway Equipment as surplus and to be disposed of at the May 2019 Roy Teitsworth, Inc. municipal auction:

1991 John Deere Compact Tractor with 72" mower deck
2005 JRB 2.5 CY multipurpose loader bucket
Stone Reversible plate tamper

2006
(see letter from
T. Anderson).

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

Declare Equipment as Surplus for Auction (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to declare the 2005 Chevrolet Silverado pickup truck as surplus to be disposed of at the May 2019 Roy Teitsworth, Inc. municipal auction (see letter from M. Beeman).

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:

No matters for this meeting.

The **next regularly scheduled meeting of the FASC will be held on Tuesday, April 16, 2019 at 2:30 p.m.** (Note this is one hour earlier than on the schedule) in the Stage Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

****NOTE: AMENDED TIME NOT ON THE REGULAR SCHEDULE****