

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday January 17, 2012 Meeting

Attendees: Councilmembers Christopher Werner (as Chair) and Jason DiPonzio, Supervisor William Moehle, Jerry LaVigne, Katie Kogler, Tim Keef, Mike Guyon, Mark Henderson, residents Roger Ristich and Rose Huntress-Ristich, and Suzanne Zaso (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:

Town Bid/Proposal Authorizations and Awards:

Solicit Bids for Various Goods & Services (Highway/Public Works) - The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for various goods and services for 2012 as listed in his communication. The FASC recommends the Town Board take favorable action on this matter.

Solicit Bids for Sanitary Sewer Repairs (Sewer District) - The FASC discussed with Mike Guyon his request for Town Board authorization to prepare and solicit bids for chemical grouting to repair defective sanitary sewer pipes. The Dept. of Public Works inflow/infiltration study has identified roughly 10,000 lf of sanitary sewer that requires repairs. Funds have been provided in the 2012 budget for this expense. The FASC recommends the Town Board take favorable action on this matter.

Grant Authorizations and Acceptances:

Prepare Grant Application (Public Works) - The FASC discussed with Mike Guyon his request for Town Board authorization to apply for a Monroe County Community Development Block Grant (CDBG) of approx. \$44,500. The grant monies would fund a feasibility study to extend the sanitary sewer system to the East River/ Bastian/Norman/Helen Road area. The FASC recommends the Town Board take favorable action on this matter.

Authorization to Submit Grant Application (Public Works) - The FASC discussed with Mike Guyon his request for Town Board authorization to apply for a Local Government Records Management Improvement Fund (LGRMIF) grant from the NYS Records and Archives to convert paper records in the department to digital format and to catalog into the Town's Laserfiche Electronic Document Management System. This grant would be an extension of similar services that were provided through a LGRMIF grant in 2010-2011. The FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Renewal Contract for Printing Services (Recreation Dept./Shared Services) - The FASC discussed with Jerry LaVigne his request for Town Board action to authorize the Supervisor to renew a contract with Conolly Printing, the low responsive bidder, for the printing of the 2012 Town Newsletter. Rates and specifications will remain the same. Funds are available in the Recreation and Shared Services 2012 budget for this expense.

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

Renewal Contract for Distribution of Town Newsletter (Recreation Dept.) - The FASC discussed with Jerry LaVigne his request for Town Board action to authorize the Supervisor to renew a contract with Perinton Publishing for the distribution services of the 2012 Town newsletters at the same rates as 2011. Funds are available in the 2012 budget for this expense.

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

Contract Renewal for Disposal Services (Town Hall/Parks) - The FASC discussed with Tim Keef his request of the Town Board to authorize the Supervisor to execute a one-year contract renewal with Youngblood Disposal Services for roll off dumpster & recycling services for the Town Hall, Buckland Park and Westfall Park.

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

Contract Renewal for Street Light Maintenance (Highway Dept.) - The FASC discussed with Tim Keef his request of the Town Board to authorize the Supervisor to execute a one-year contract renewal with Power and Construction Group for Street Light Maintenance. This service was originally competitively bid and awarded to Power Construction Group in 2011.

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

Contract for Portion of Veteran's Memorial Phases III & IV (Public Works) - The FASC discussed with Mike Guyon his request of the Town Board to authorize the Supervisor to enter into an agreement with Bergmann Associates for \$7,685 to provide construction documents and construction inspection/administration for the Veteran's Memorial Project. Sufficient donated funds are available in the Veteran's Memorial account to support this contract.

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Donation of Ear Plugs (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board acceptance of a donation valued at \$35 from an anonymous benefactor of ear plugs for use by members of the Brighton Police Department.

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.

Next Meeting:

The next meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday January 31, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.