

**Brighton Town Board  
Finance and Administrative Services Committee  
Meeting Notes from the Tuesday January 3, 2017 Meeting**

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, Louise Novros, and Christopher Werner, Supervisor William Moehle, Mike Guyon, Daniel Aman, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 1:00 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 from the December 20, 2016 meeting.

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

Request for Bids for Highland Crossing Trail AND Agreement for Construction Administration and Inspection Services (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to seeks bids for construction services for Highland Crossing Trail and authorization of the Supervisor to enter into a supplemental agreement with Fisher Associates to provide construction administration and inspection services for the project. 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:**

Contract for Mail Processing Services (Town Clerk) – The FASC discussed with Daniel Aman his request for Town Board authorization to execute an agreement with IMS, Inc. to provide mail pickup and metering services. This service will eliminate the need for a separate mail meter machine at Town Hall. The FASC recommends the Town Board take favorable action on this matter.

Renewal Agreement for Fuel Dispensing Services (Finance/Public Works) – The FASC discussed with Suzanne Zaso her request for Town Board action to renew the 2006 agreement between the Town and the Brighton Fire District for fuel dispensing at the Town's fuel depot for five years (2017 through 2021). 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:**

Adjust Dog Boarding Fees (Town Clerk) – The FASC discussed with Daniel Aman his request for Town Board action to adjust the fees charged for dog boarding to match those in the 2017 contract with the Animal Hospital of Pittsford.

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:**

The FASC went into executive session at 1:40 pm (motioned by Jason DiPonzo, seconded by William Moehle) to discuss the employment of particular people. The FASC exited executive session at 2:12 pm (motioned by William Moehle, seconded by Jason DiPonzo).

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, January 17, 2017 beginning at 3:30 pm** and will be held in the **Stage Conference Room** at Town Hall.