

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday April 18, 2017 Meeting

Attendees: Councilmembers Jason DiPonzo, Jim Vogel, Louise Novros, and Chris Werner, Supervisor William Moehle, Sue Wentworth, Mike Guyon, Roger Salmons, Daniel Aman, Raymond Wager and Melissa Duerr of Raymond F. Wager CPA, P.C, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 2:00 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 April 4, 2017 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

Endorsement of Grant Documents (Farmer's Market) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to endorse and execute documents pertaining to a grant through the Dormitory Authority of New York (DASNY) in the amount of \$500,000 for a year-round Farmer's Market.

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

Contracts and Contract Change Orders:

Agreement for Internet and Wide Area Network Services (Info Systems) – The FASC discussed with Sue Wentworth her request for Town Board action to authorize the Supervisor to execute an agreement with Spectrum/Time Warner Cable Business Class for dedicated internet access and a dedicated Ethernet private line service for a three-year term. This new design will consolidate internet services with high speed fiber connections to the remote offices in Town. 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:

Declare Equipment as Surplus and Authorize Sale (Sewer) – The FASC discussed with Mike Guyon his request for Town Board action to declare one 2007 Sterling Vactor Flusher Truck as surplus and to authorize sale to the Village of East Rochester for \$36,000.

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

Rescind Resolution to Declare Equipment Surplus (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to rescind their 3/22/17 resolution to declare a utility cart as surplus and to transfer said asset to the Facilities Dept.

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

Other Matters for Discussion Only:

The FASC reviewed with Ray Wager the Executive Summary of the draft 2016 audited financial statements as prepared by the independent audit and accounting firm of Raymond F. Wager CPA, P.C. along with reports on agreed upon procedures for the Town Clerk/Receiver of Taxes, Justice Court, and Special Reviews.

The FASC discussed with Suzanne Zaso the actuarial report prepared by the Burke Group for the actuarial valuation of the Town's liability at year-end 2016 for Other Post-Employment Benefits (OPEB) as required for financial reporting under GASB Statement 45.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, May 2, 2017 beginning at 3:30 pm** and will be held in the **Stage Conference Room** at Town Hall.